



# THE UNIVERSITY OF MICHIGAN

## University Audits

### Locking Cells in a Spreadsheet

1. Identify which cells you want people to be able to change. The cell locking feature in Excel locks everything by default, so you need to know which cells you don't want locked first. It is recommended that cells that contain formulas, cells that contain constants for formulas, and cells that contain results be locked.

*NOTE: once you protect a worksheet, rows and columns cannot be added unless the worksheet is unlocked first.*

2. Select the cells you want to be able to change.

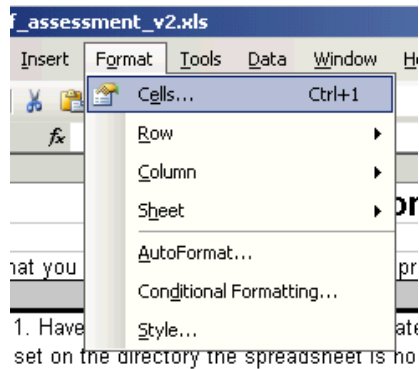
Spreadsheet Controls Self Assessment Checklist						
* denotes items that you may need to ask your IT service provider about.						
Category	Business Process	Yes	No	Partial	Comments	How-To Reference
User Access	1. Have user permissions been appropriately set on the directory the spreadsheet is housed in?*					
	2. Have user permissions been appropriately set on the file itself?*					
	3. Have access restrictions been placed on cells that contain formulas or perform computations?					
	4. Are file access logs being maintained?*					
	5. Do you use locked cells?					
	6. Do you use hidden cells?					
	7. Are hidden cells locked?					
Data Transmission	1. Does the spreadsheet send information to another worksheet, spreadsheet, program, or system?					
	2. Does the spreadsheet receive information from another worksheet, spreadsheet, program, or system?					
	3. Is sent or received information checked for accuracy?					
	4. Is there a recurring managerial review of spreadsheets that send or receive data?					
Documentation	1. Do you have a list of all spreadsheets in your department that contain sensitive information?					
	2. Is the purpose of each spreadsheet included in this list?					
	3. Are the users of each spreadsheet noted?					



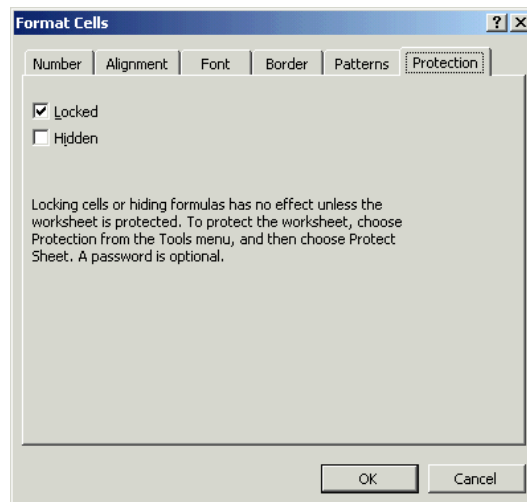
# THE UNIVERSITY OF MICHIGAN

## University Audits

3. Once you have selected the cells you want people to be able to edit, click on Format, and then Cells



4. A new window will pop up. Click on the Protection tab at the top. You should see this...



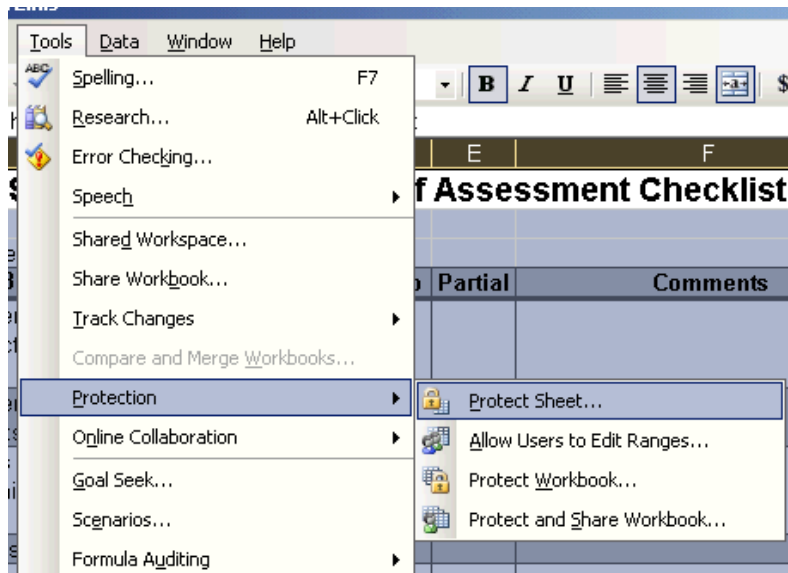
5. As mentioned earlier, when protection is turned on, all cells are set to lock by default. Uncheck the Locked box in this window to allow your selected cells to be edited once you turn protection on. Once you have unchecked the box, click OK.
6. Back at the spreadsheet, click in cell A1 (upper left corner). With this cell selected, on your keyboard press Control (Ctrl) and A. This performs a Select All, which selects every cell in the worksheet.



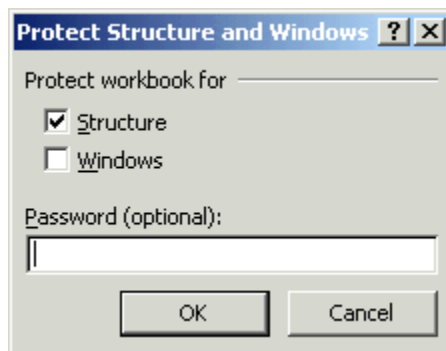
# THE UNIVERSITY OF MICHIGAN

## University Audits

7. With all cells selected, click on Tools, Protection, and then Protect Sheet to protect just the worksheet, or Protect Workbook to protect the entire workbook.



8. If you choose protect workbook, you will get a pop up that looks like this...



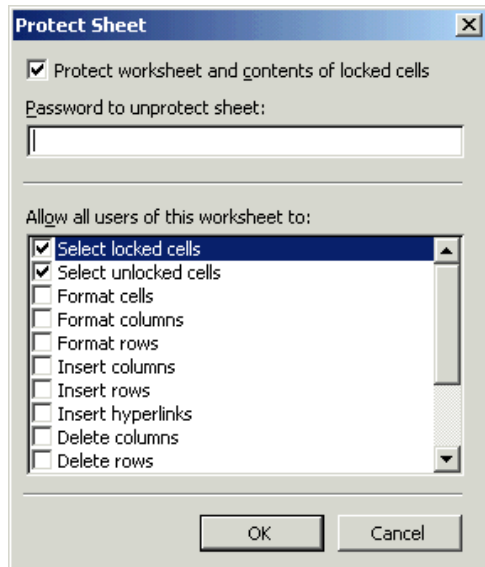
9. Checking the structure box prevents users from adding or deleting worksheets or from displaying hidden worksheets. Checking the windows box prevents users from changing the size or position of worksheet windows. Workbook structure and window protection applies to the whole workbook. It is recommended that you check both boxes in most situations.



# THE UNIVERSITY OF MICHIGAN

## University Audits

10. If you only choose to protect the sheet, a different window will pop up. It looks like this...

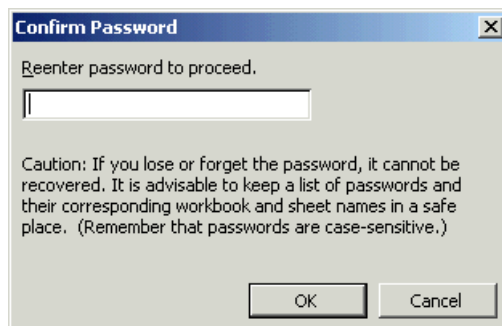


11. Here you can select what users will be able to do to the locked cells. This will not apply to the cells that we changed to be unlocked earlier. Those cells will not have any restrictions placed on them. It is recommended that you use the defaults unless you have an identified need to change them.

12. Enter a password in the field at the top, and click OK. This should not be a password you use for anything else, as you may have a need to share it later.

*NOTE: You do not have to enter a password. However, if you don't, the spreadsheet can be unprotected without the use of a password. A password is recommended.*

13. After you click OK, you will be asked to confirm the password you entered in a window that looks like this...





# THE UNIVERSITY OF MICHIGAN

## University Audits

14. Once you have entered your password, click OK. The protection windows will disappear.
15. Be sure to save your document. Your cells are now protected against unauthorized changes.