



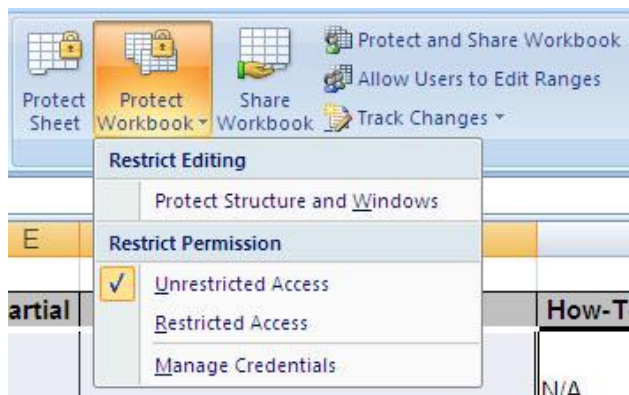
# THE UNIVERSITY OF MICHIGAN

## University Audits

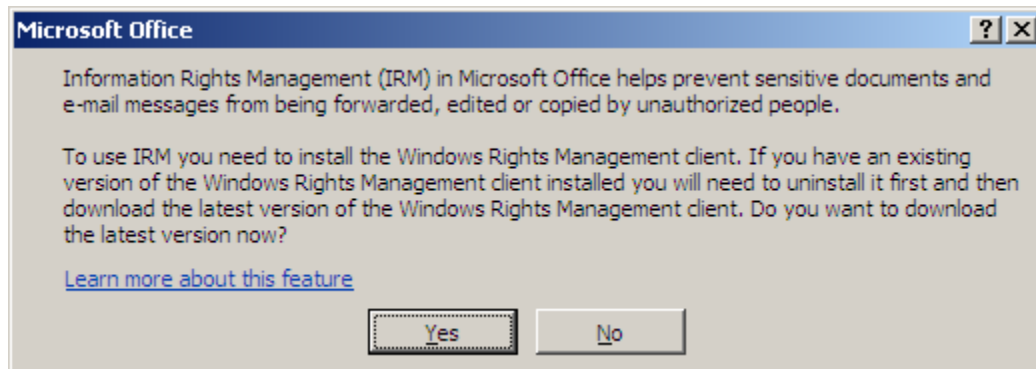
### Restricting Cell Access by User

Sometimes you need certain users to have access to cells that are generally locked. Instead of requiring them to unlock the spreadsheet, you can tell Excel to let them access specific cells that are normally locked. This way the spreadsheet stays locked, but allows the specified user to perform their task.

This feature is available in Excel 2007. It can be accessed by going to the Review tab and clicking on Protect Workbook in the Changes group. The final menu item that drops down says Manage Credentials...



This feature requires configuration of Information Rights Management (IRM). You may encounter the message below if you try to enable it.



IRM is designed to integrate with your Windows Active Directory environment. It will use Windows login information to authenticate users. Implementing IRM is best handled by your IT department.