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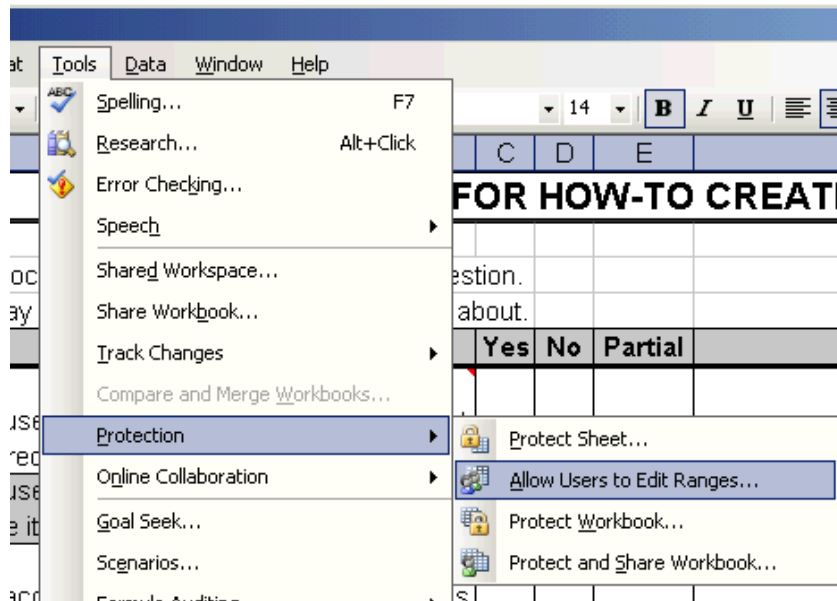
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Restricting Cell Access by User

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.

NOTE: If you log in using Novell Netware, this may not work. If you are unsure, contact your IT support staff.

1. If your spreadsheet is already protected, you'll need to unprotect it to perform this task.
2. Working on your unprotected spreadsheet, click on Tools, Protection, and then Allow Users to Edit Ranges.

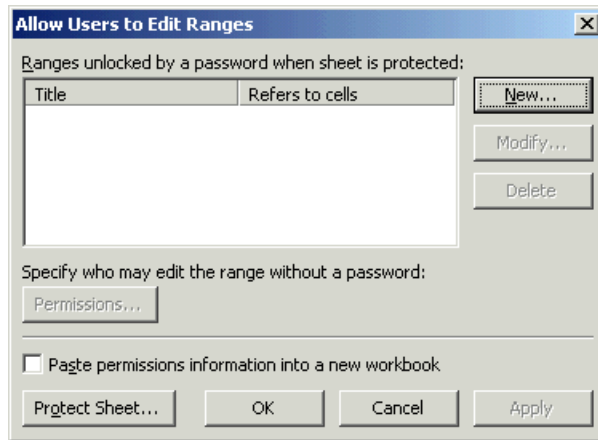




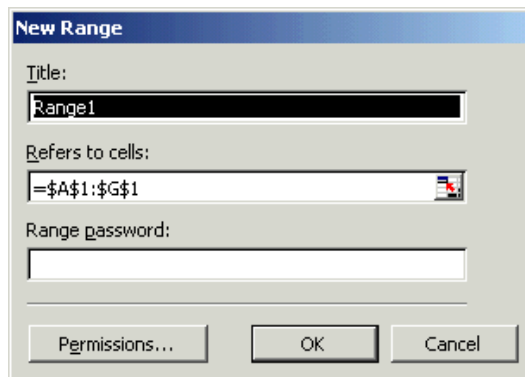
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3. You'll get a new window that looks like this...



4. Click on New... You'll get a new window that looks like this...



5. Choose a title that will help you remember the users and cells you gave them access to and type it into the "Title" field.
6. In the "Refers to cells" section, you can either enter the reference numbers of the cells, preceded by "=", that you want to allow these users to access by hand and continue to step 11. Or you can click on the little button  at the end of the text box to select them on the spreadsheet itself. It is recommended that you click the button.
7. If you choose to click the little button you're taken back to the spreadsheet, and have the New Range box available. It looks like this...

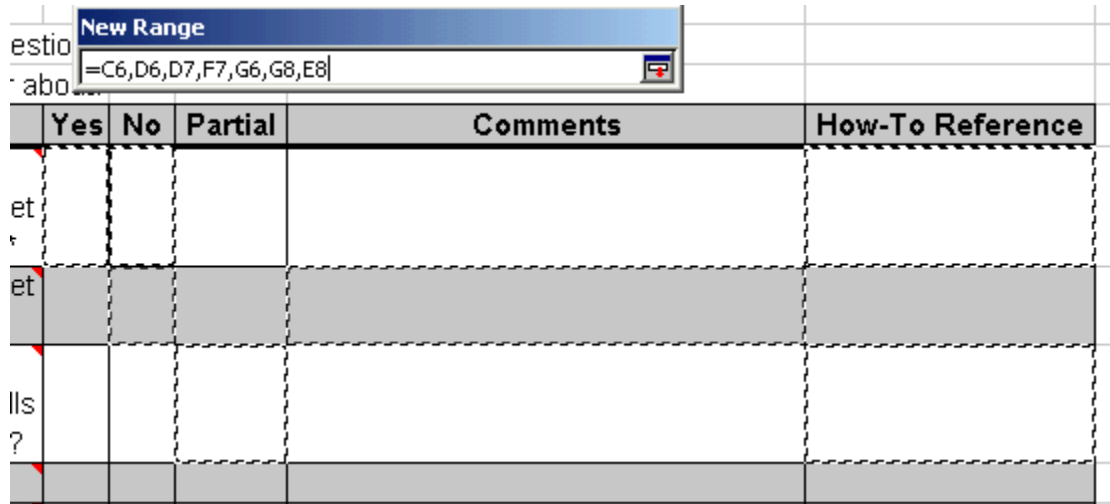





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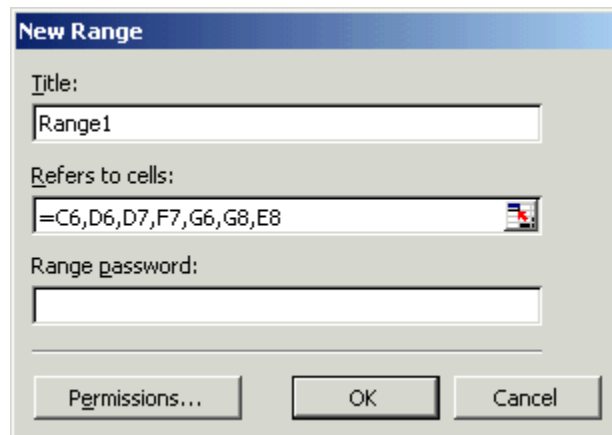
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8. Select the cells you wish to be accessible. *To select multiple cells, hold down the Ctrl key while clicking on all of the cells you want selected.*



9. You'll see that the New Range box is displaying the selected cells. If you look closely you'll see the checkered line around them on the picture above. In Excel this line will be blinking.

10. Once you've selected all the cells you want, click the  button in the lower right of the New Range box. This will take you back to a new window that looks like this...

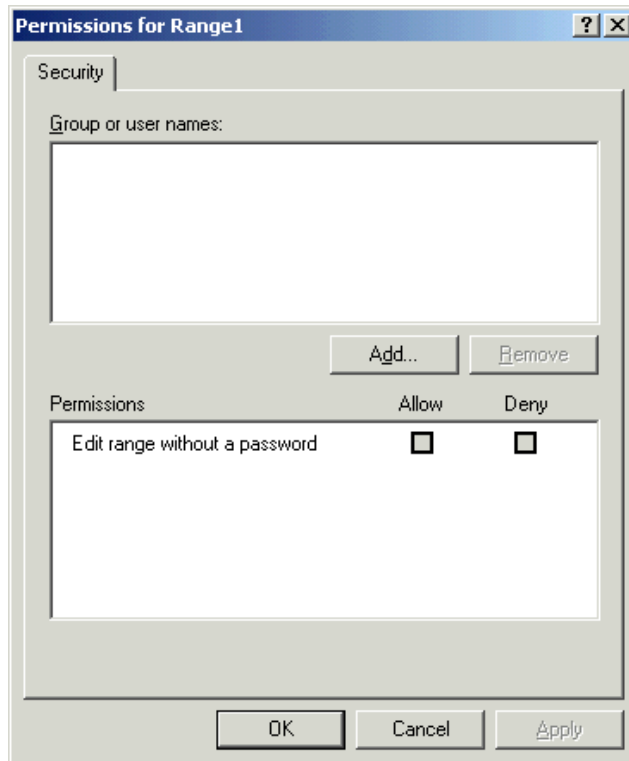




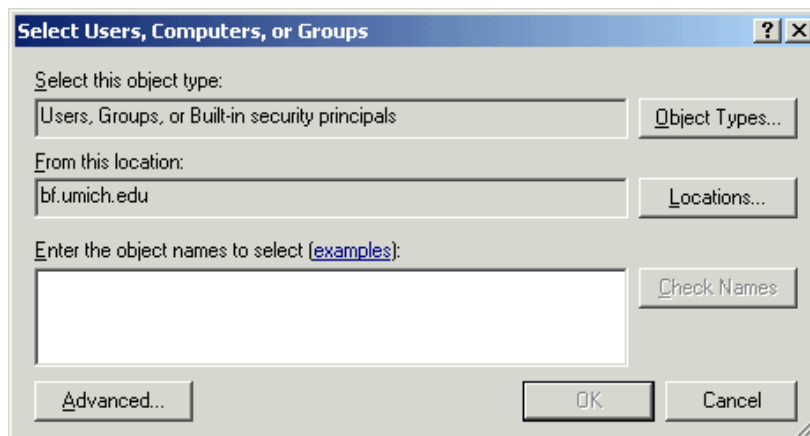
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11. Now click Permissions. You'll get a new window that looks like this...



12. Click on Add. This will bring up the window that will allow you to add users. It looks like this...

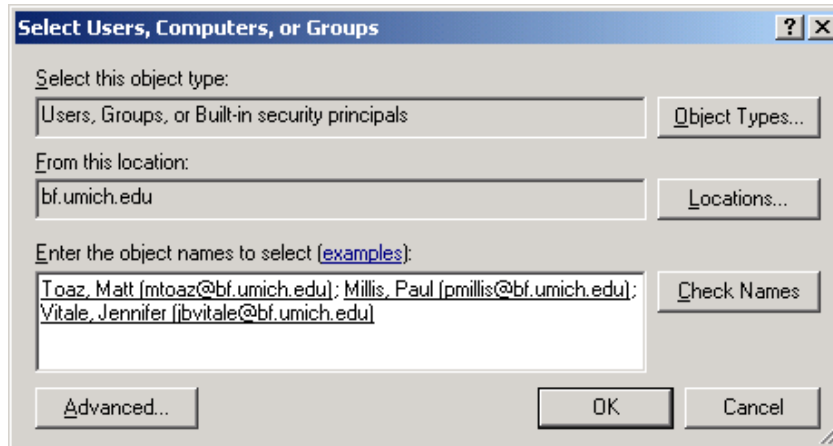




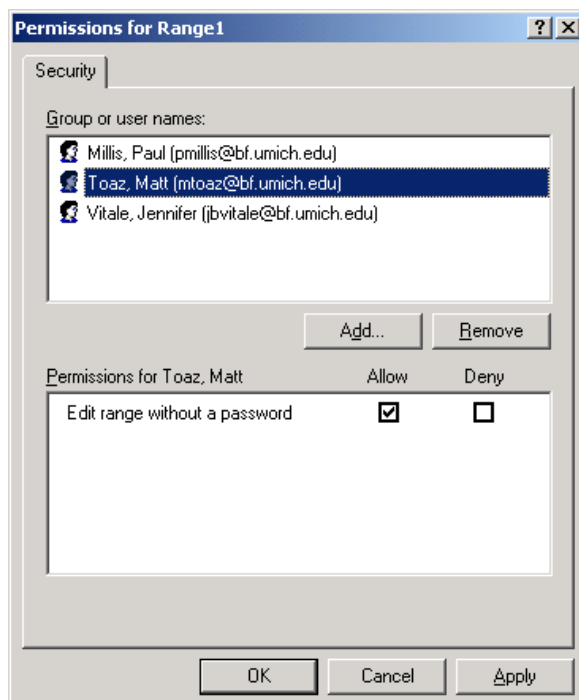
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13. In the Enter the object names to select box, type the unqunames of any users you want to have access. You may want to type a unquname, and then hit Check Names to ensure that they're correct. When you're done you should have a list of resolved unqunames and the window will look like this...



14. Click OK, and you'll be taken back to the Permissions window. Now it will have the user names you input in the last step. By default their permissions will be set to allow. You can double check if you want by clicking on the name and seeing which box is checked.





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15. If everything looks good, click OK.
16. You'll now be back at the New Range box. Enter a password in the Range password box. Remember to use a unique password, not one that you personally use for other things, as it may need to be shared.

New Range

Title:
Range1

Refers to cells:
=C6,D6,D7,F7,G6,G8,E8

Range password:

Permissions... OK Cancel

17. A window will pop up asking you to confirm the password you entered

Confirm Password

Reenter password to proceed.

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding workbook and sheet names in a safe place. (Remember that passwords are case-sensitive.)

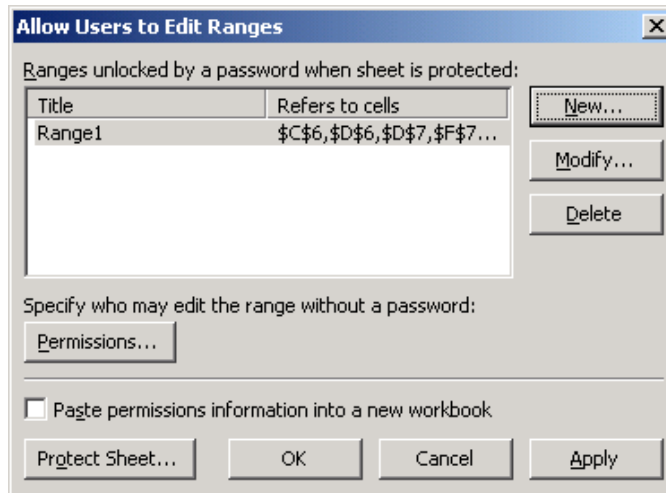
OK Cancel



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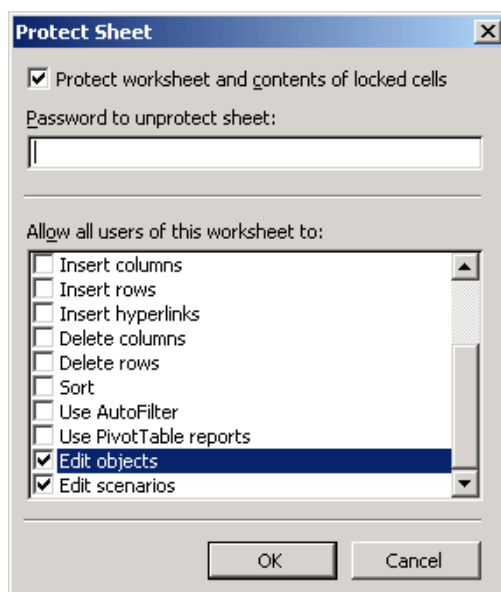
18. Once you have confirmed the password, you'll be taken back to this window...



19. If you want to have a list of the users you just gave permissions to, check the box labeled "Paste permissions information...". This will create a new spreadsheet that you can store in a secure place.

20. If you want to add another set of permissions, you can go through the process again. If the one group is all you need, then you're ready to protect the spreadsheet.

21. Click the Protect Sheet button. This will bring up a new window that looks like this...





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22. You're going to want to **uncheck** the Edit objects and Edit Scenarios boxes. Then type a password in the Password to unprotect sheet box. This should be different than the one you used for the individual users, as it is for the spreadsheet as a whole. Again you should not use a password you use personally. Click OK.
23. You'll be asked to confirm the password...



24. Your spreadsheet is now protected. The user you specified will be able to edit the cells that you specified with them and nothing else.