

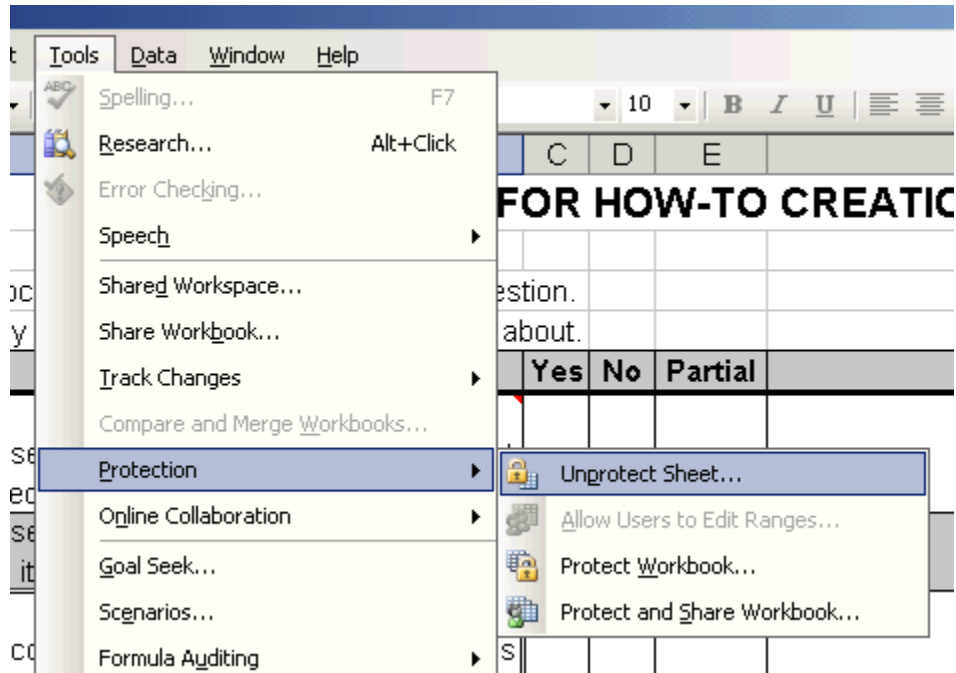


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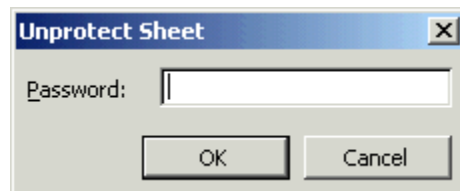
University Audits

Unlocking Spreadsheets

1. With the locked spreadsheet open, click on Tools, Protection, and then Unprotect Sheet.



2. If there was no password set, then you're done.
3. If you do have a password set, a window will pop up that looks like this...



4. Enter the correct password and click OK. Your spreadsheet is now unlocked.

After you make your changes, remember to lock the spreadsheet again and save it. Saving in an unlocked state will leave the spreadsheet unlocked.