Lock part of a worksheet in excel

I'm not robot!

Ever left something perfectly fine and came back to a total disaster? Any pet owner will probably say, "yes." At work, the same can happen when collaborating on a shared document. It's usually an accidental keyboard stroke that does it. Unless it's done by your cat, in which case, it's not accidental – it's definitely sabotage. While a mistake like this is understandable, it can be frustrating and time-consuming to fix. When working on shared Excel sheets, you can prevent these mishaps altogether by locking cells and protecting your worksheets. Whether you're working on an upcoming report or planning out next quarter's budget, learn how to prevent anyone from changing or deleting important information on an Excel document. Can you lock cells in Excel? Yes, you can lock cells on Excel by following a few simple steps. When you lock a cell in Excel, you restrict users from making changes to your sheets. It's particularly helpful when working on a project that involves multiple team members. For instance, let's say you're the marketing director and you've asked each channel lead (email, website, social) to report their quarterly numbers for an upcoming meeting. You wouldn't want someone accidentally deleting important information, or changing formulas or conditional formatting before consulting with key stakeholders. This process ensures that only pre-approved users can edit the cell, which will save you a headache in the future. Another method is locking your formula cells so that the numbers populate correctly. Jump to that section here. How to Lock Cells in Excel 1. Select the cell(s) you want to lock. 2. Click on the "Home" tab of your Excel sheet. 3. Click on "Format," located on the right side of the screen. 4. Scroll down and click on "Lock Cell." Once you complete these steps, your cells will be locked but can still be edited. To ensure the cells aren't editable, you'll also have to protect your worksheet. Find those steps in the next section. How To Protect a Worksheet in Excel 1. Once you've locked your cells, click on the "Review" tab. 2. Click on "Protect Sheet." 3. Select which permissions you'd like to allow on the sheet, then click "OK." You can also add a password for additional protection. Note: If you don't add a password, any user can click "Unprotect Sheet" to make changes to the sheet. When you add a password, only those with the code can do so. 4. Confirm that your cells are locked by looking for the "Unprotect Sheet" icon in the toolbar. You can also double-check that your worksheet is protected by attempting to write something in the locked cells. You should get this alert. How to Protect Specific Cells in Excel (& Get a Shortcut to Lock Cells) 1. Select the cells you want to lock then press Ctrl+Shift+F (Windows) or Ctrl + 1 (Mac) to open up the "Format Cells" box. Then, click on the "Protection" tab. 2. Select the "Locked" box and click "OK" on the bottom right to finish. These simple steps offer both a shortcut to locking cells in bulk and a way to protect specific cells in Excel. How to Protect Formulas in Excel A green triangle indicates an error in your cell's formula. The error sign will show up if your formula is unprotected. Any unauthorized or accidental changes to a formula can alter the integrity of the data reported in the sheet. As such, it's important to always lock your formulas to prevent mistakes. Here's how you protect your formulas in Excel: 1. Click on the cell with the green triangle and look for the yellow triangle warning sign. 2. Click on the warning sign and select "Lock Cell." 3. You must then protect your worksheet by clicking on "Protect Sheet" under the "Review" tab. Another way to protect your formulas is by locking each formula cell individually as you build your worksheet (as outlined here) and protecting your sheet once all formulas have been locked. Whether you're the person fixing the mistake or the one who made it, following these steps will ensure it never happens again. And your cat will have to find something else to sabotage. Originally published May 7, 2021 7:00:00 AM, updated May 07 2021 Microsoft Excel is one of the most popular and easy-to-use software. It was created by Microsoft and it allows users to organize and format data in rows and columns format. In this article, we will see how we can lock cells in Excel and protect them with a password. Here are the steps you can follow to lock cells in a excel: Click on the cell(s) you wish to lock. To open the Format Cells pop-up window, navigate to the "Home" tab in your Excel spreadsheet. To do so, select "Format" from the right-hand menu. From the drop-down menu, select "Lock Cell." By default, it locks all the cells in a worksheet. But you have to protect your worksheet with a password. Right-click on the worksheet tab. Click Protect Sheet. Enter a password of your choice. Check mark the actions you want to allow the user to perform on your worksheet Click OK. You have to protect your sheet with a password after locking the cell. If you want to lock specific cells in Excel, first you have to unlock all the cells. Right-click and then click format cells. On the Protection tab, uncheck the locked checkbox and then click OK. Now, select the cells you want to lock. Right-click and then click format cells. On the protection tab, check the locked checkbox and then click OK. Select all cells. Right-click and then click format cells. On the Protection tab, uncheck the locked checkbox and then click OK. On the Home tab, click find and select. Click Go To Special. Select Formulas and Click OK. Excel will select all the formulas in the sheet. Go back to the Protection tab and checkmark the locked check box. Gain expertise in the latest Business analytics tools and techniques with the Business Analyst Master's Program. Enroll now! Conclusion By locking cells in an Excel worksheet and protecting the worksheet, you can protect your work from unwanted tampering from other users. Boost your analytics career with powerful new Microsoft Excel skills by taking the Business Analytics with Excel course, which includes Power BI training This Business Analytics certification course teaches you the basic concepts of data analysis and statistics to help data-driven decision making. This training introduces you to Power BI and delves into the statistical concepts that will help you devise insights from data in order to present your findings using executive-level dashboards. If you have any questions, please feel free to ask them in our comments section, and our experts will promptly answer them for you. Prevent unauthorized changes to data by protecting worksheets. In a protected worksheet, none of its contents can be changed. However, it’s possible to set up the worksheet so that only certain cells and elements can be changed after it's protected. By default, cells are locked once a worksheet is protected. If there are cells that users should be able to change after a worksheet has been protected, make sure to unlock them before you protect the worksheet. Select the cells you want to unlock. Click the Format button on the Home tab. Select Format Cells. Click the Protection tab. Clear the Locked check box. You can also toggle the lock on and off by clicking the Format button and selecting Lock Cell. Locking and unlocking cells only takes effect once the sheet is protected. Click OK. The selected cells will now stay unlocked and editable by others after the sheet is protected. You can also prevent certain formulas from being displayed once the worksheet has been protected. Select the cells with a formula you want to hide. Click the Format button on the Home tab. Select Format Cells. Select the Hidden check box. Click OK. Remember, even if cells are locked and hidden, it doesn’t take effect until the worksheet is protected. Once you finish preparing the worksheet, it’s time to protect it. Click the Review tab. If necessary, expand the Protect group. Click the Protect Sheet button. You can protect or unprotect a worksheet by right-clicking the sheet tab and selecting Protect Sheet or Unprotect Sheet from the contextual menu. Select what you want to protect. A password isn’t necessary to protect the sheet; however, if one is not entered, anyone can unprotect it. Click OK. To keep your Excel data safe from unwanted editing and tampering, you might want to lock the cells and protect the worksheet. Fortunately, Excel is a highly customizable data analysis tool which lets you lock cells and protect your worksheets with a password at the same time. In this guide, I will show you how to lock cells and password-protect a worksheet in Excel. How to Lock All Cells in Excel By default, all cells are locked in Excel, but this isn't really efficient until the sheet is protected. To verify that all cells are locked, press Ctrl + A to select all cells. Right-click anywhere within the selection and click “Format Cells” Switch to the protection tab You can see all cells are locked by default. How to Protect the Worksheet To make this cell locking effective, you need to protect the worksheet. To protect the worksheet, click the Review tab and select “Protect Sheet”. Enter a password that will be required in order to unprotect the sheet so it can be edited and click “Ok”. Now, if anyone tries to edit the cells, they get a message that the sheet is protected. N.B.: If you don’t enter a password, anyone can unlock the sheet and tamper with your data. How to Lock Specific Cells in Excel First, you need to unlock all cells. By default, all cells are locked in Excel, as I discussed above. So, the first thing you have to do in order to lock certain cells is to unlock all cells. To unlock all cells, press Ctrl + A to select all cells. Right-click anywhere within the selection and click “Format Cells”. Switch to the Protection tab and uncheck “Locked”, then click “Ok”. To lock specific cells: Select the cells you want to lock, right-click within the selection and click “Format Cells”.

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