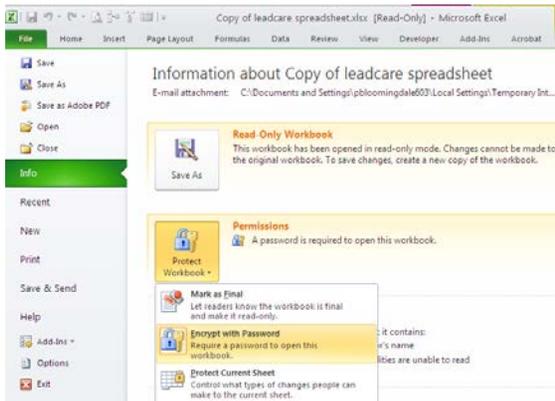


How to Remove Password in Excel

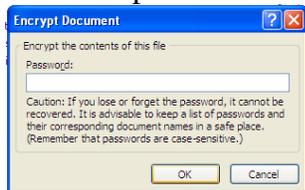
1. Open your document using MS-Excel.
2. To access spreadsheet, enter the password **abc123** and hit **OK**.



3. Go to **File Menu > Info > Permissions > Encrypt with password**.



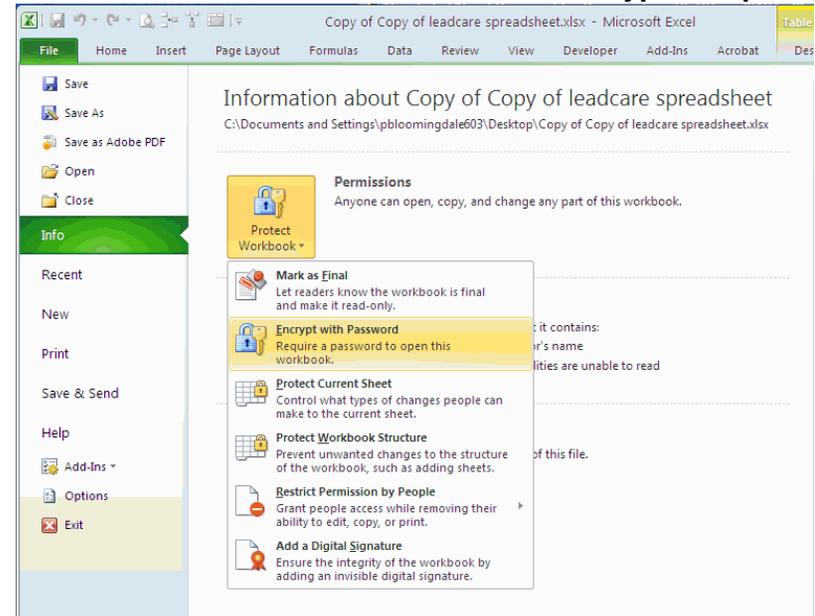
4. Erase the password in the field to make it empty and hit **OK**.



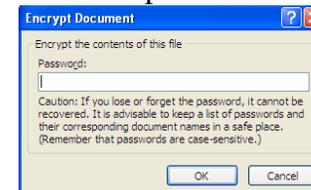
5. **Save** your document.

How to Set Password in Excel

1. Open your document using MS-Excel.
2. Go to **File Menu > Info > Permissions > Encrypt with password**.



3. Provide a password in **Encrypt Document** window and click **OK**.



4. Re-enter your password in next step and then click **OK**.
5. **Save** your document.
6. Your document is now password-protected.