

Step-by-step procedures for setting, opening, and removing a password on MS Office 2010 documents

Information Security Section,
Information Technology Service Centre

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香港中文大學·資訊科技服務處
Information Technology Services Centre, CUHK

This guideline contains step-by-step procedures for (i) setting a password for some common Microsoft Office 2010 (e.g. Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010) documents, in order to protect them from unauthorized access; (ii) opening a password-protected document; and (iii) removing the password of a password-protected document.

In this guideline, we will show you the steps with an example of a Microsoft Word 2010 document named “**Confidential Information.doc**” under “**C:\My Documents**”.

Note: You may apply the steps to any existing Microsoft Office 2010 document in your computer.

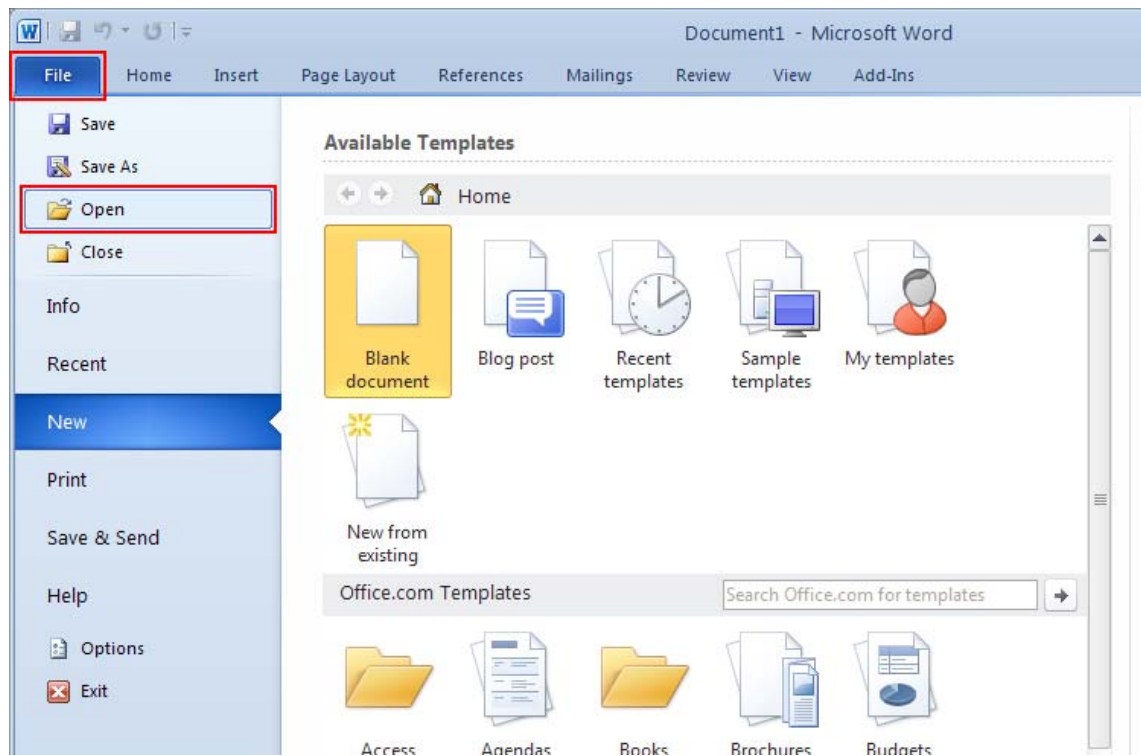
A. To set a password for a Microsoft Office 2010 document

This part will show you how to set a password for the Microsoft Office 2010 documents. Same steps can be applied to documents of Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010.

Step A.1:

Open the MS Word 2010 document named “Confidential Information.doc” under “C:\My Documents\”.

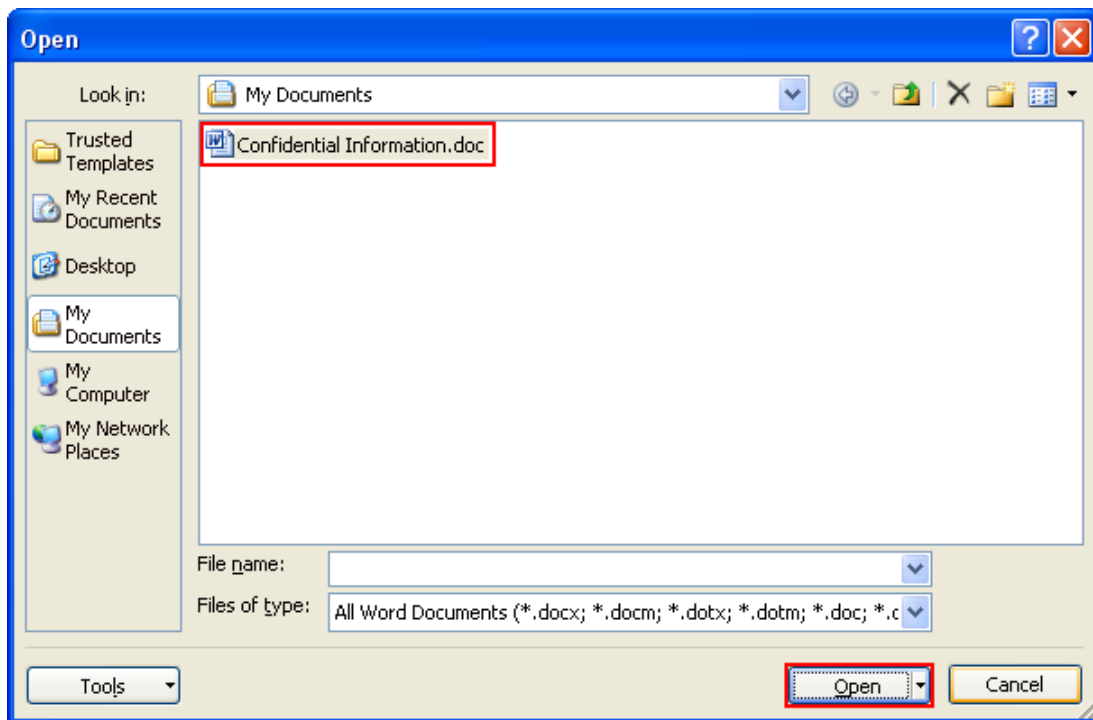
Run the MS Word 2010, click “**File**”, then select “**Open**”.



Note: You may apply the steps to any existing Microsoft Office 2010 document in your computer.

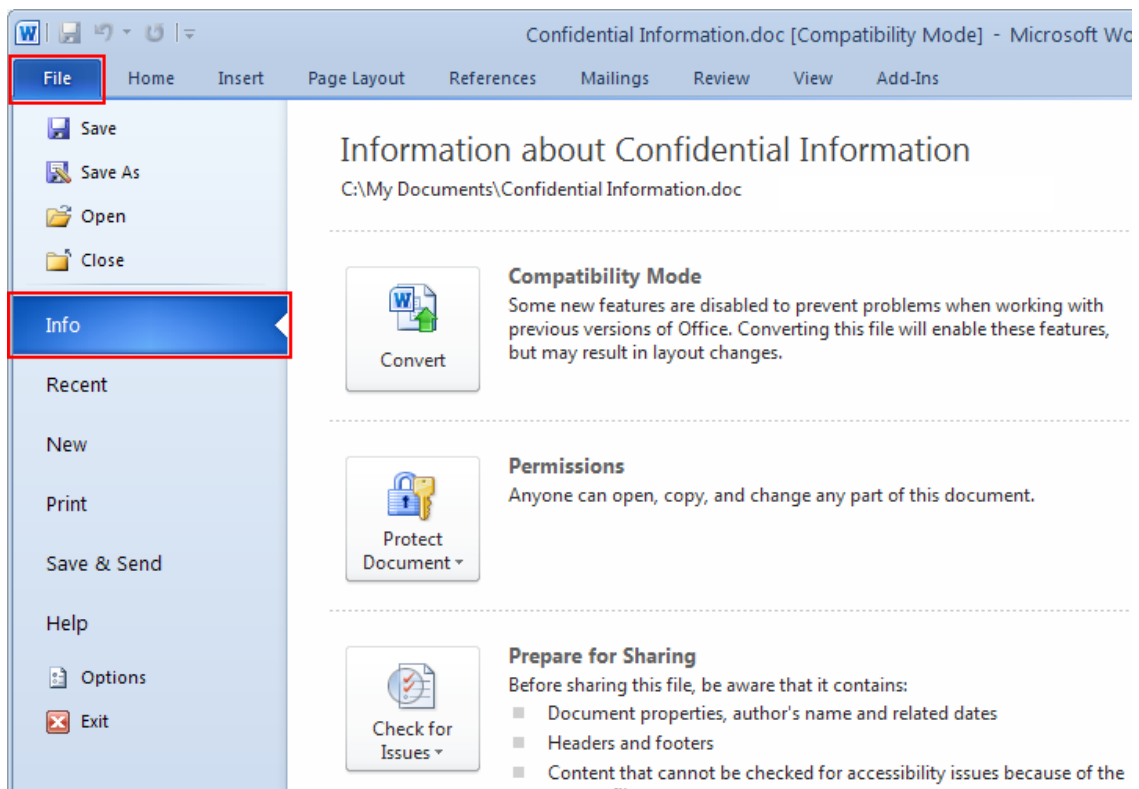
Step A.2:

The file selection window should appear. Select the file and then click **“Open”**.



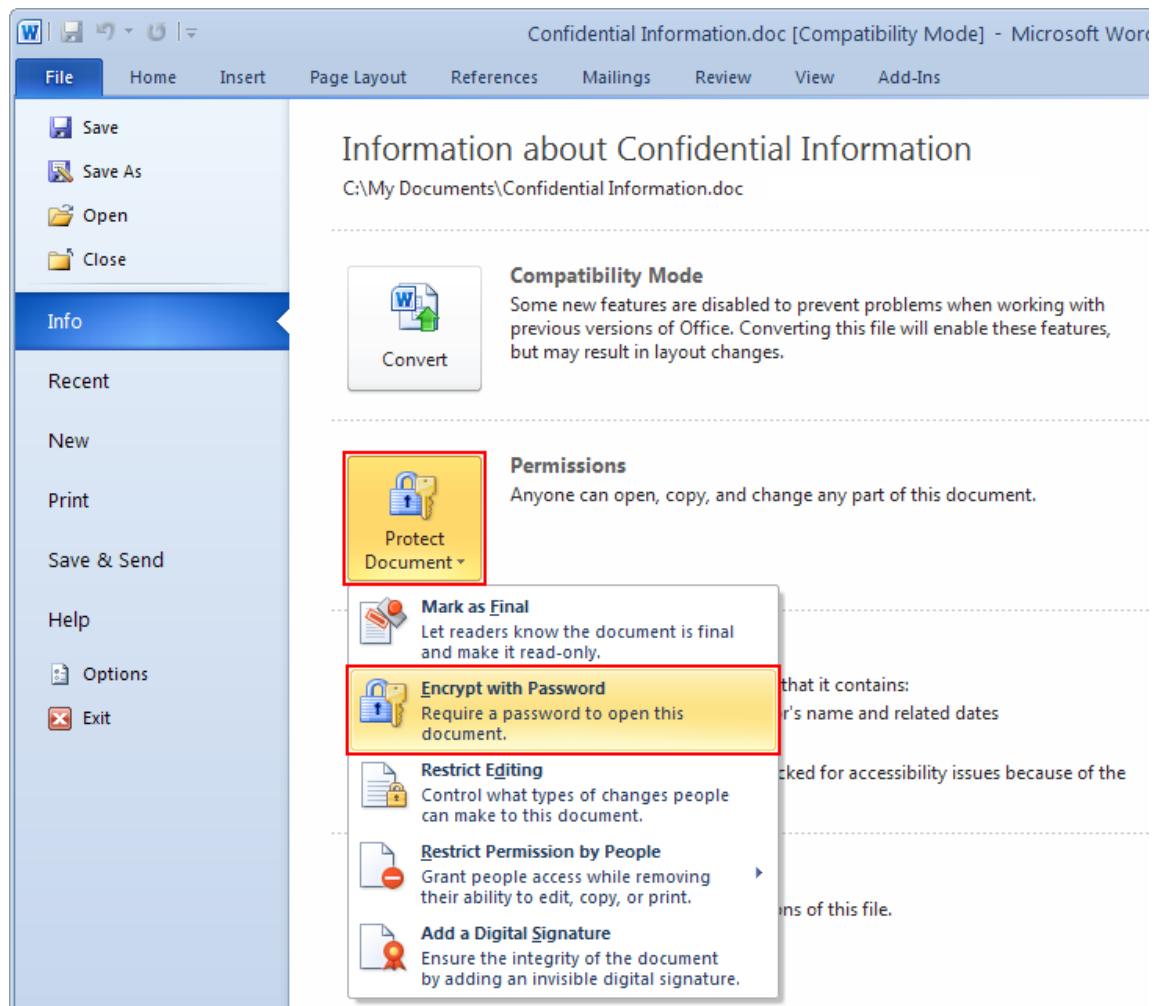
Step A.3:

In the menu bar, click **“File”** and select **“Info”**, the information about the file is shown.



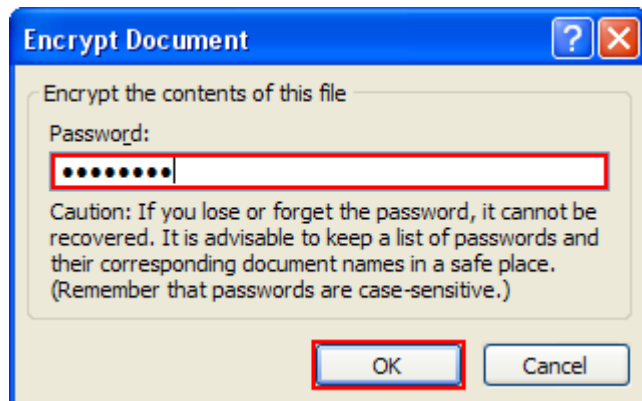
Step A.4:

Click “Protect Document”, and select “Encrypt with Password” from the drop down list.



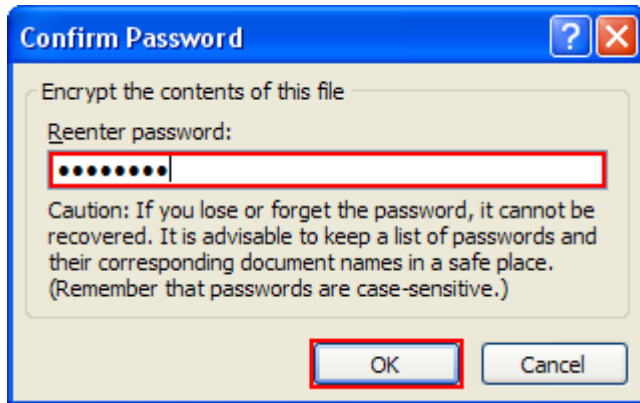
Step A.5:

This is one of the most important steps. You have to choose a good password for protecting the file. Type the password in the input field, then click “OK”.



Step A.6:

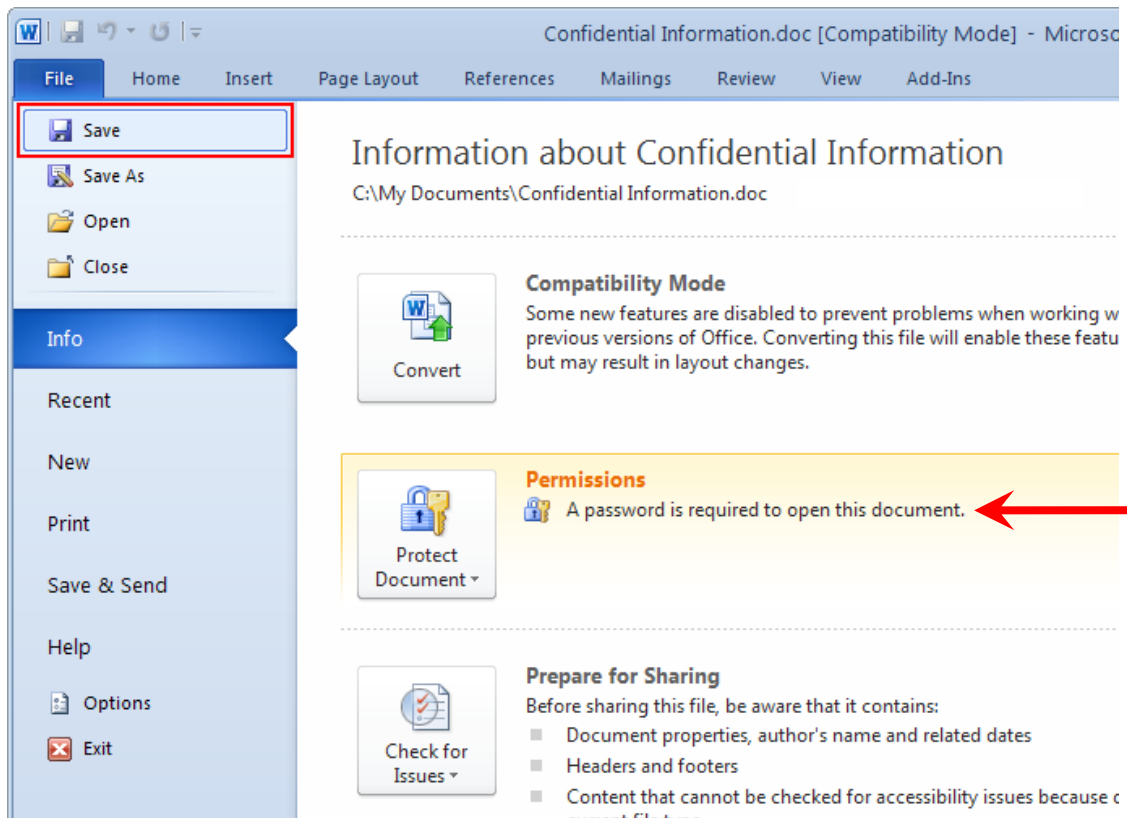
Re-type the password in the input field of Confirm Password window, then click “OK”.



Step A.7:

The Permissions of this document is changed, a password is required to open this document.

In the left menu, click “Save” to make change effective.



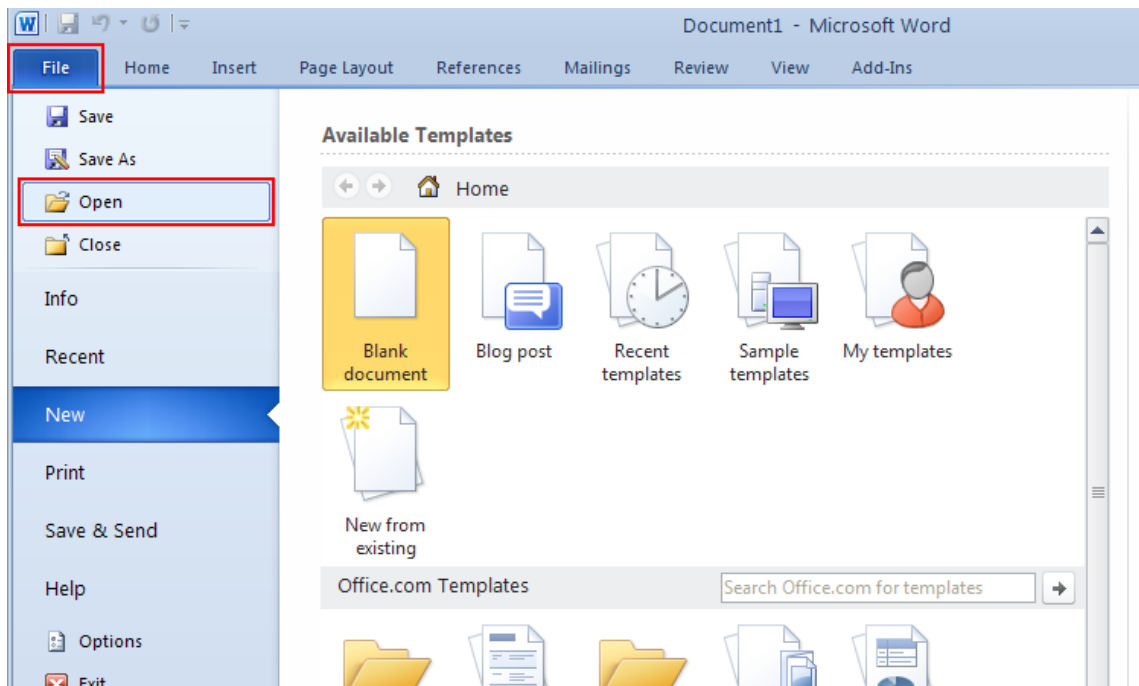
You can close the file and reopen it again to test the password protection setting.

B. To open a password-protected document

This part will show you how to open a password-protected Microsoft Office 2010 documents. Same steps can be applied to documents of Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010.

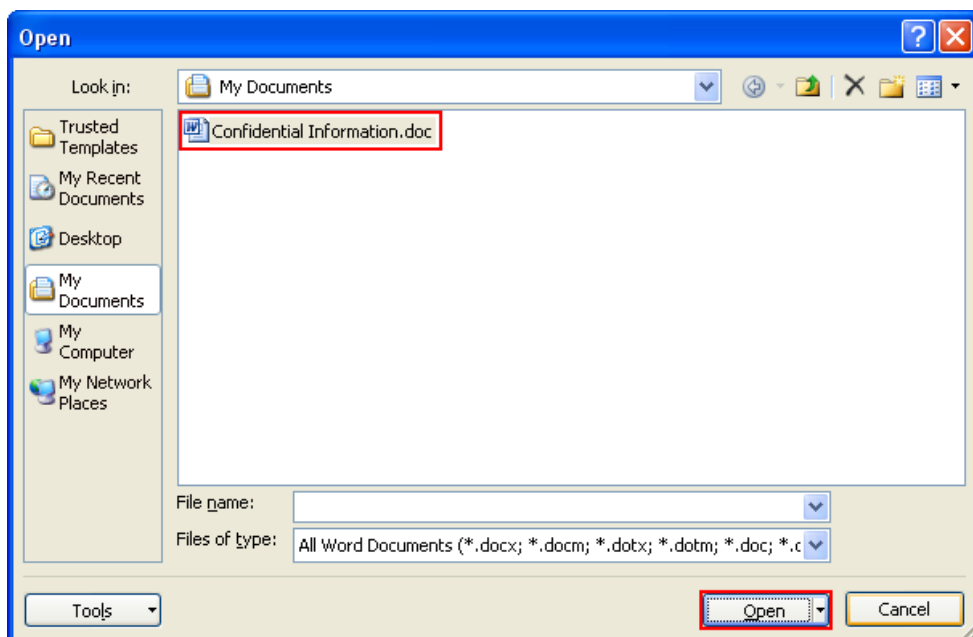
Step B.1:

Open the MS Word 2010, click “File”, then select “Open”.



Step B.2:

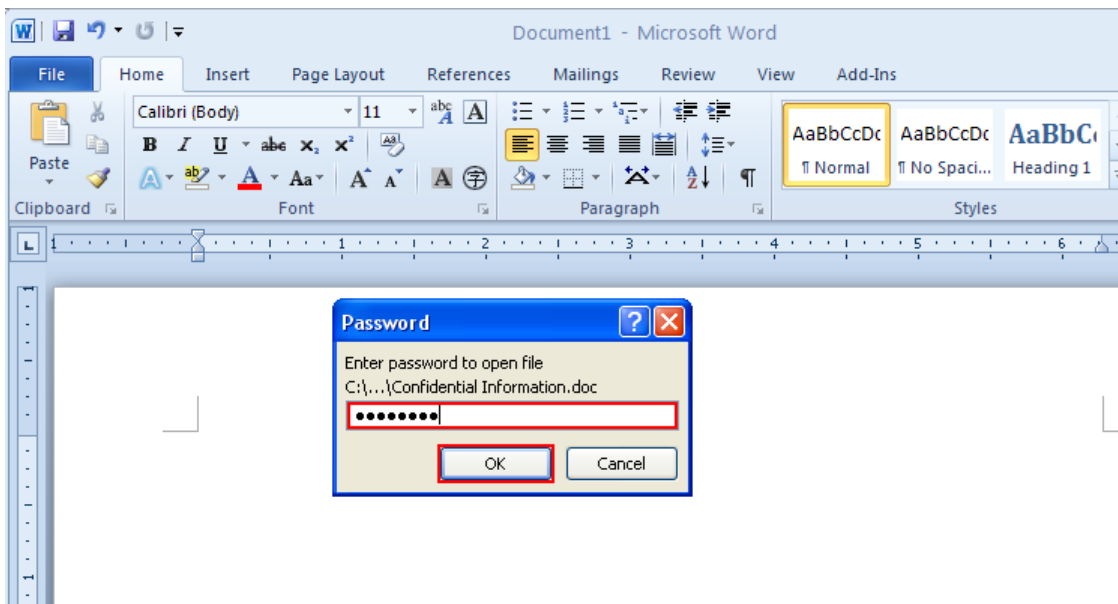
The file selection window should appear. Select the file and then click “Open”.



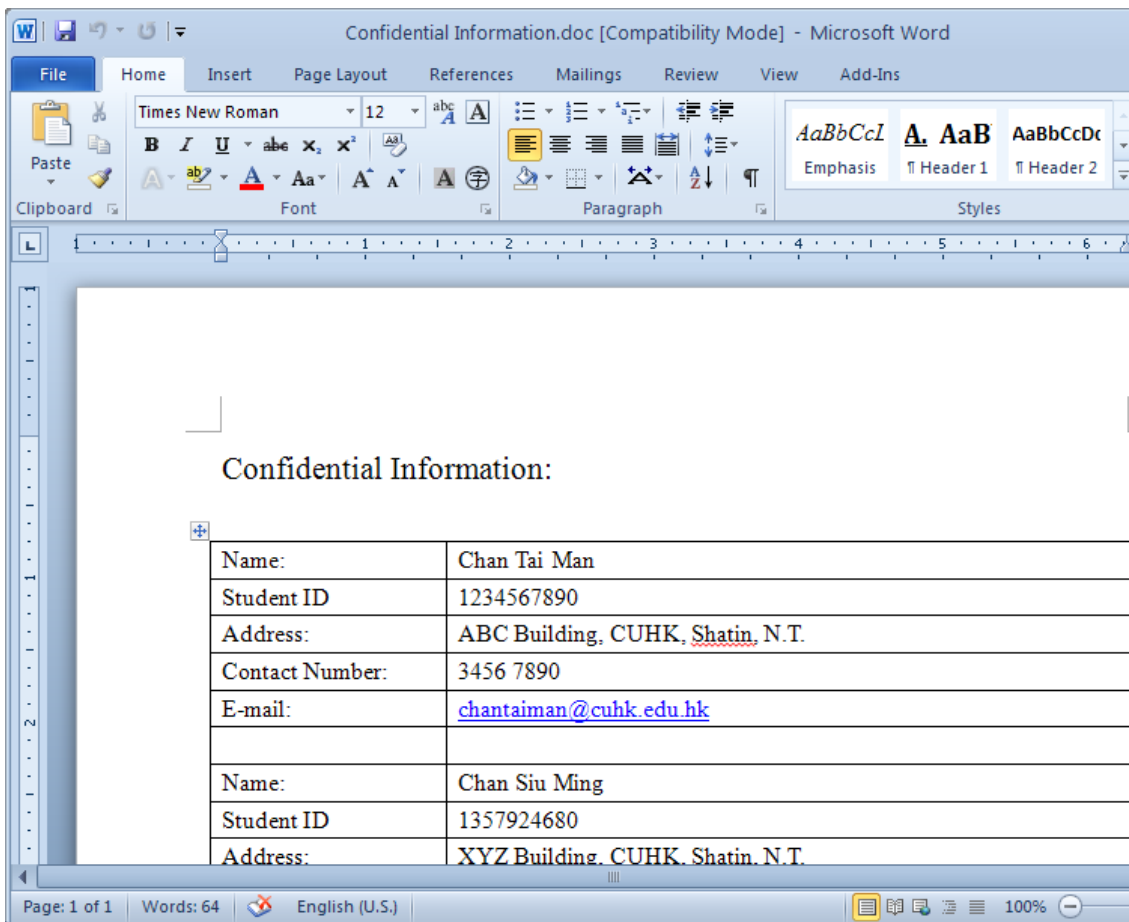
Step B.3:

Password dialog window should appear.

Type the password (which you specified in Step A.5) in the input field, then click “OK”.



The protected file should be opened.

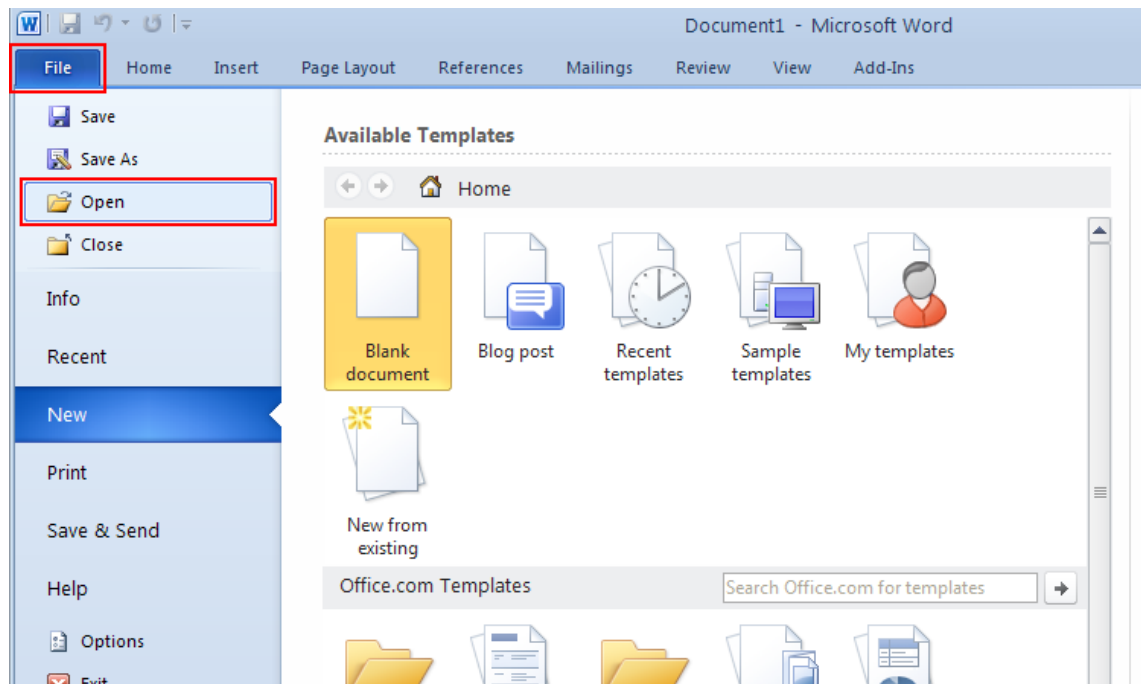


C. To remove the password of a password-protected document

This part will show you how to remove the password of a password-protected Microsoft Office 2010 documents. Same steps can be applied to documents of Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010.

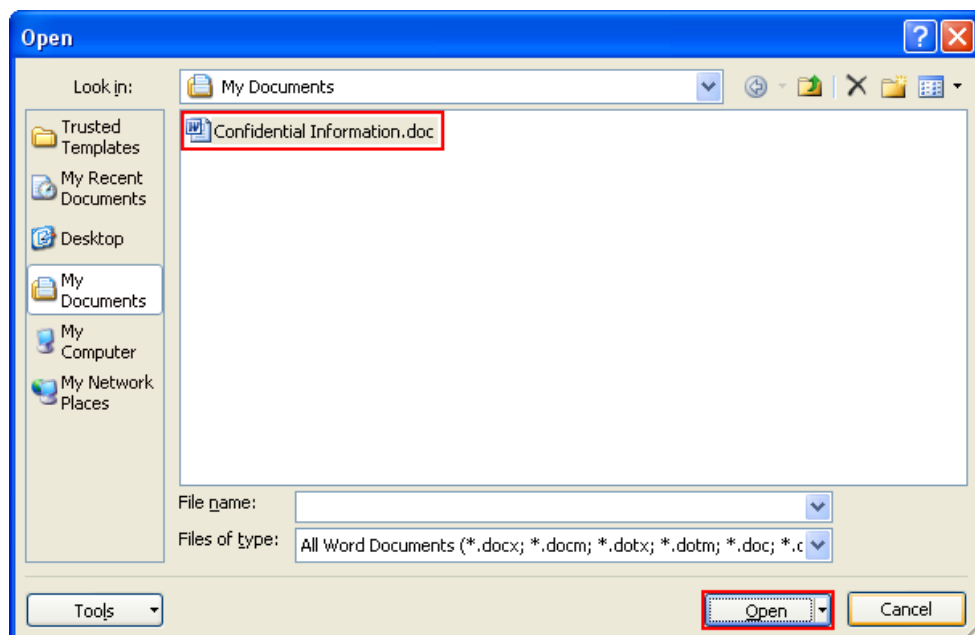
Step C.1:

Open the MS Word 2010, click “File”, then select “Open”.



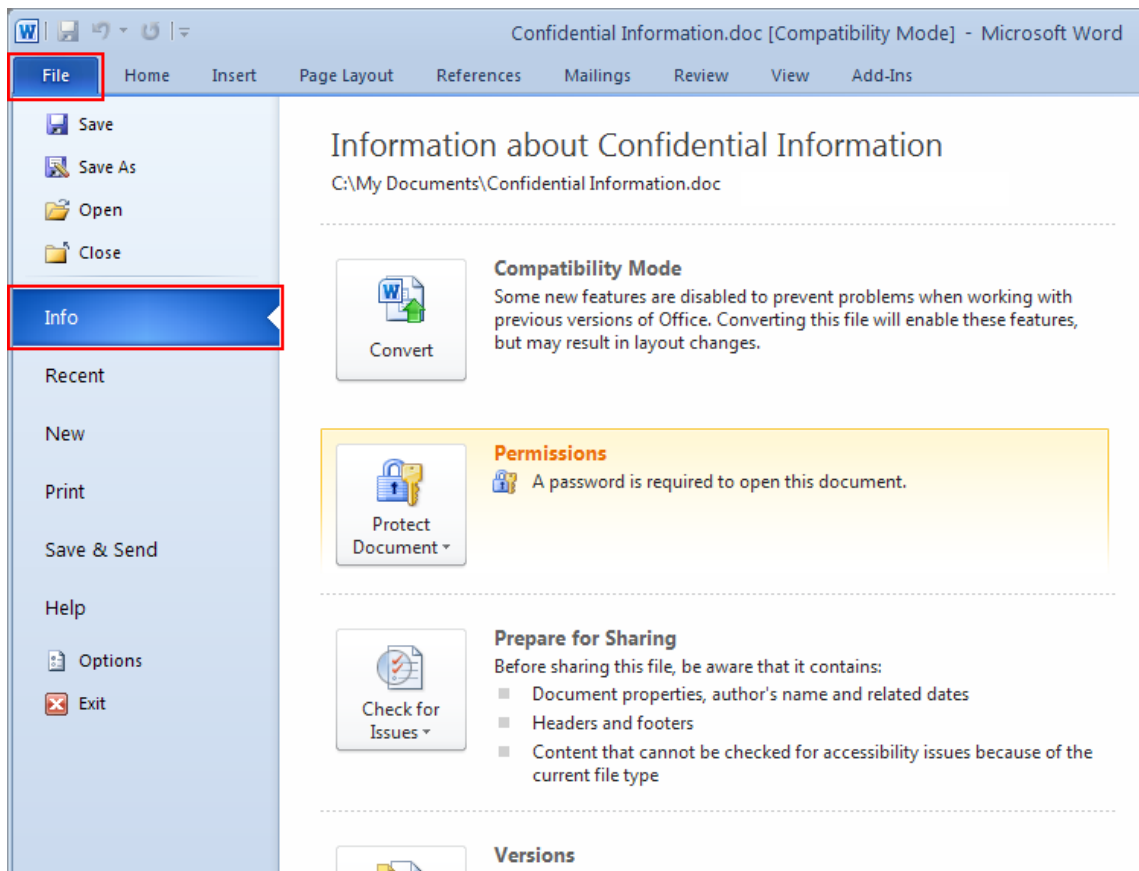
Step C.2:

The file selection window should appear. Select the file and then click “Open”.



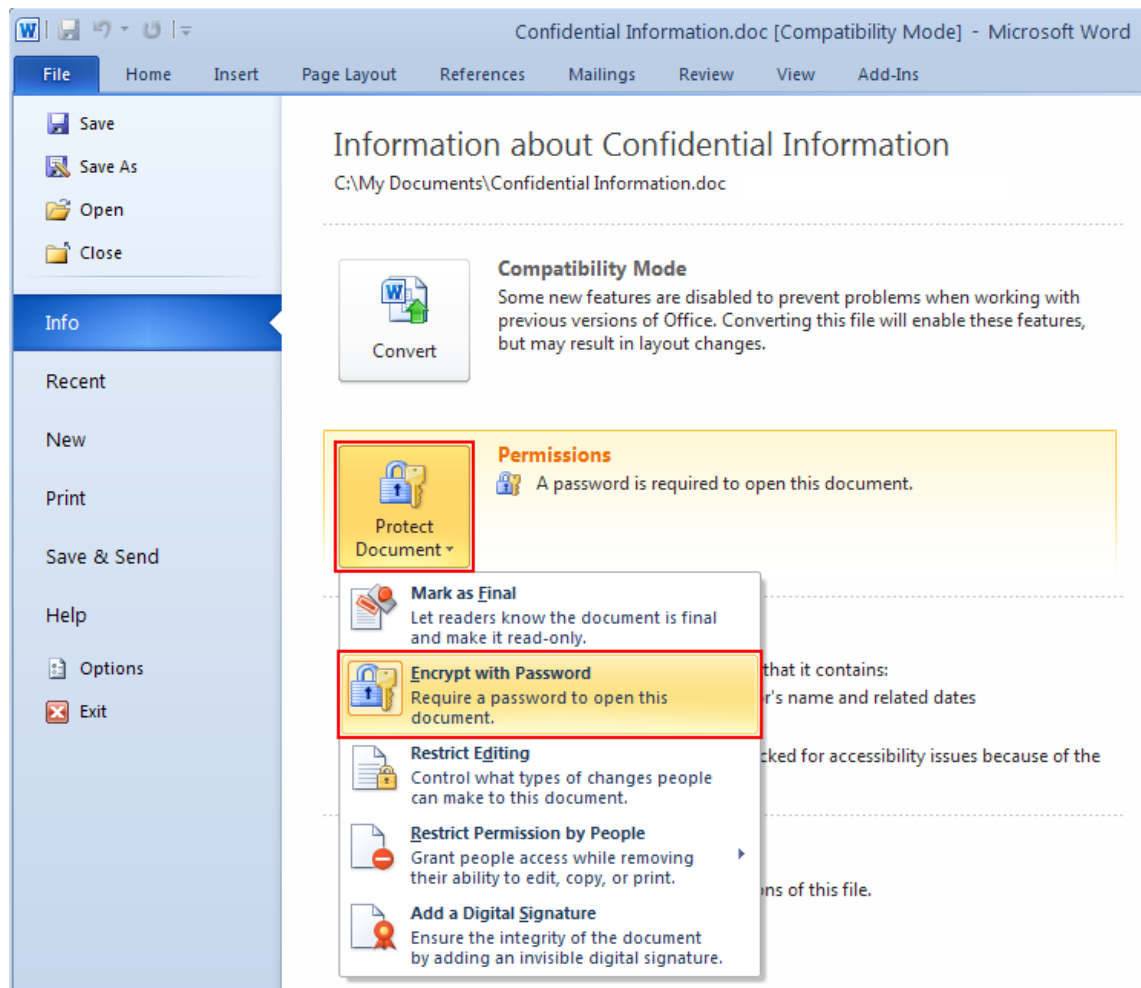
Step C.3:

In the menu bar, click “File” and select “Info”, the information about the file is shown.

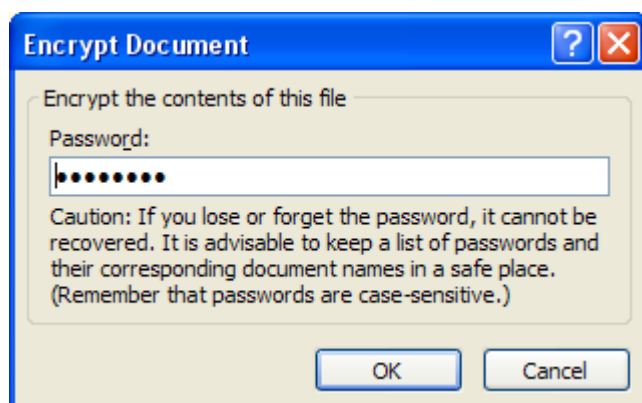


Step C.4:

Click “Protect Document”, and select “Encrypt with Password” from the drop down list.

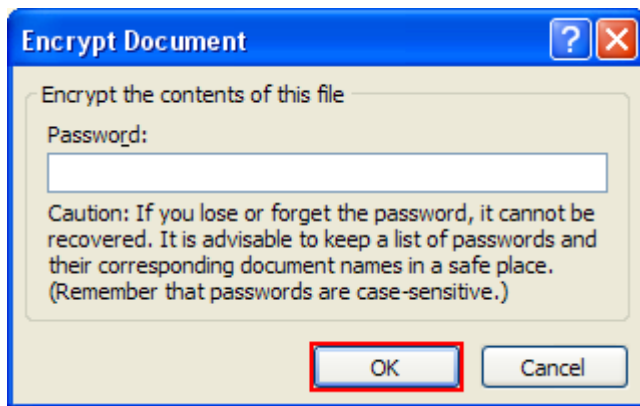


The Encrypt Document window popup, with the password in the input field (which you specified in Step A.5).



Step C.5:

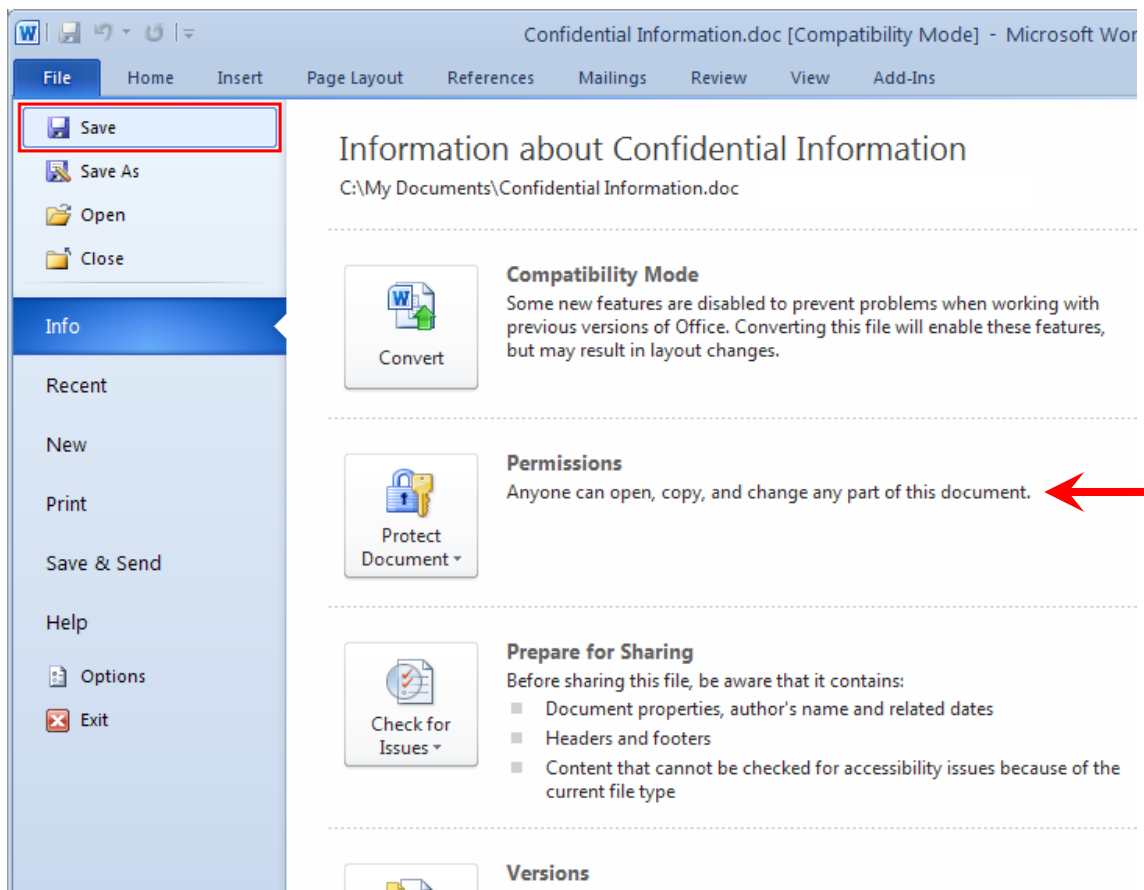
Remove the password in the input field, then click “OK”.



Step C.6:

Anyone can open, copy, and change any part of the document now.

In the left menu, click “Save” to make change effective.



You can close the file and reopen it again; the file can be opened without password now.