

How to Protect a Sheet or a Cell

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Table of Contents

1. Protection of a Sheet.....	3
2. Protection of a cell or of a cells group inside a document.....	3
3. Credits	4

1. Protection of a Sheet

To write-protect all of the cells of a sheet, you have to do the following:

- Select **Tools-Protect Document** from the Menu Bar,
- if you choose **Sheet...**, only your current sheet will be protected from writing,
- If you choose **Document...**, your whole document (workbook) will be protected.

You are not obliged to enter a password, you can simply click on the **OK** button to close the dialog window without typing anything. However, if you choose a password, it will be requested every time you wish to modify the cells or the sheet.

To eliminate the protection, choose **Tools-Protect Document** again and deselect the **Sheet...** or **Document...** option, eventually typing the password you have set, when requested.

2. Protection of a cell or of a cells group inside a document

- Select a range or all the cells of your sheet, with **CTRL+A** or by clicking the gray rectangle between the rows and columns headings,
- In the **Format** menu, select **Cell** and from the dialog window that will appear, switch to the **Cell Protection** tab,
- Deselect the check box called **Protected** (the cells are protected by default),
- Then select the cells you wish to protect,
- From the Menu bar choose **Tools-Protection-Sheet...**,
- By choosing **Format -Cell** and by checking the **Protected** check box again, it will protect the selected cells.

3. Credits

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