



Software · Training · Support

Question: Would you like to be able to protect a worksheet but unprotect selected cells so they can be edited?

Here is how:

Excel 2007

The cells you are going to "Unlock" are the cells you want to be able to edit.

To Unlock the cells

Select the cell you want to be able to edit (Hold down ctrl to select multiple cells)
From the Home tab, in the Cells group, select the drop down arrow under Format
Deselect "Lock Cell" (so you are now Unlocking the cell)

OR

If you prefer, you can right click on the selected cell/s
Select Format Cells
Select the tab at the top called Protection
De-select the box for Locked
Select OK

Protect the worksheet

From the Review tab, in the Changes group, select Protect Sheet
Enter in the necessary (password etc)

You will now only be able to edit the "Unlocked" cells