File Password

(MSWORD)

Security Use strong passwords that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down.

1.   Open the file.
2.   On the **Tools** menu, click **Options**, and then click **SAVE**.
3.   Do one of the following:

Create a password to open

1.   In the **Password to open** box, type a password, and then click **OK**.
2.   In the **Reenter password to open** box, type the password again, and then click **OK**.

Create a password to modify

3.   In the **Password to modify** box, type a password, and then click **OK**.

In the **Reenter password to modify** box, type the password again, and then click **OK**.

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