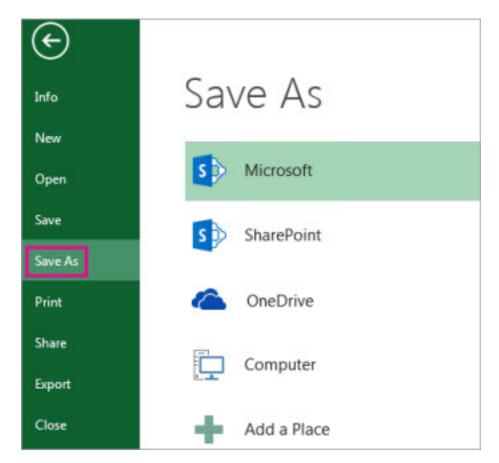
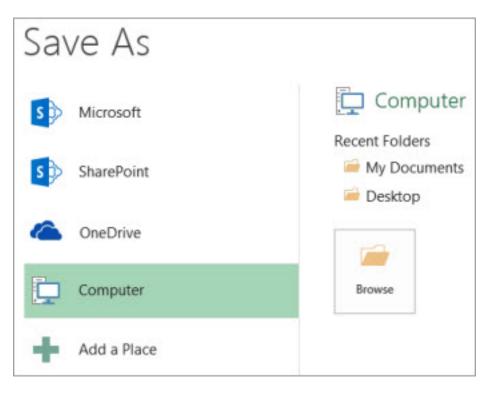
## To 'Save As' For Windows:



Click File > Save As.

Under **Save As**, pick the place where you want to save your workbook. For example, to save to your desktop or in a folder on your computer, click **Computer**.



Click **Browse** to find the location you want in your **Documents** folder. Look for the folder you created, i.e., 'Smith School Grade Exams'.

Change the name of the file from Grade Exam Control Sheet Grades 1-10 (USL or A4, depending which version you are using), to something such as the name of the candidate, i.e., "A. Smith".

Organize • New folder					
Microsoft Excel	Â	Documents library Includes: 1 location	Arrange by:	Folder 🔻	
🚖 Favorites		Name			
🥽 Libraries					
Documents	E				
J Music					
E Pictures					
Podcasts					
🚼 Videos					
🛀 Computer					
🖗 Local Disk (C:)					
File name: Test.txt					
Save as type: Text (Tab	delimited) (*.	tot)			
		Tags: Add a tag			

Click Save.

# To 'Save As' For Mac:

On the **File** menu, click **Save as**, or press  $^{38}$  + Shift + S.

If you want to save the file in a folder other than the current folder, navigate to that folder. Click on the "Where" folder, and find the folder you created (i.e., Smith School Grade Exams").In the **Save As** box, enter a different file name, such as the name of the candidate (i.e., 'A. Smith').

	Save As: Northwind Report-Final			
	Tags:			]
	Where:	Office	•	
Online Locations		File Format:	Word Document (.docx)	)

Click Save.

## To Protect a Worksheet for Windows:

On the **Review** tab, click **Unprotect Sheet**. Then immediately click **Protect Sheet**.



In the **Allow all users of this worksheet to** list, select the elements you want people to be able to change.

Protect Sheet	x
Protect worksheet and <u>contents</u> of locks	ed cells
Password to unprotect sheet:	
•••••	
Allow all users of this worksheet to:	
Select locked cells	•
Select unlocked cells	
sFormat columns	=
Format rows	
Insert columns	
Insert hyperlinks	
Delete columns	
Delete rows	-
OK Car	ncel

#### Make sure NO boxes are ticked.

You have the option to enter a password that only you will know. While it is optional, and not necessary, if you do enter a

password, please write it down and keep it someplace safe, as Microsoft cannot help retrieve passwords.

Click OK.

#### **To Protect a Worksheet for Mac:**

Worksheet protection is a two-step process: the first step is to unlock cells that others can edit, and then you can protect the worksheet with or without a password.

Open the sheet that you want to protect.

Click **Review > Protect Sheet**.

Re	view	View				
יכ	Show	v/Hide Co				
ext Comments			Protect	Protect Workbook	Share Workbook	
				Pro	otect Sheet	
F	(	G	н	1	J	К

In the **Allow users of this sheet to** list, select the elements that you want users to be able to change.

Make sure NO boxes are ticked.

Optional - Enter a password for the sheet, and then retype the password under **Verify**. *While it is optional, and not necessary, if you do enter a password, please write it down and keep it someplace safe, as Microsoft cannot help retrieve passwords.* 

Click OK.