

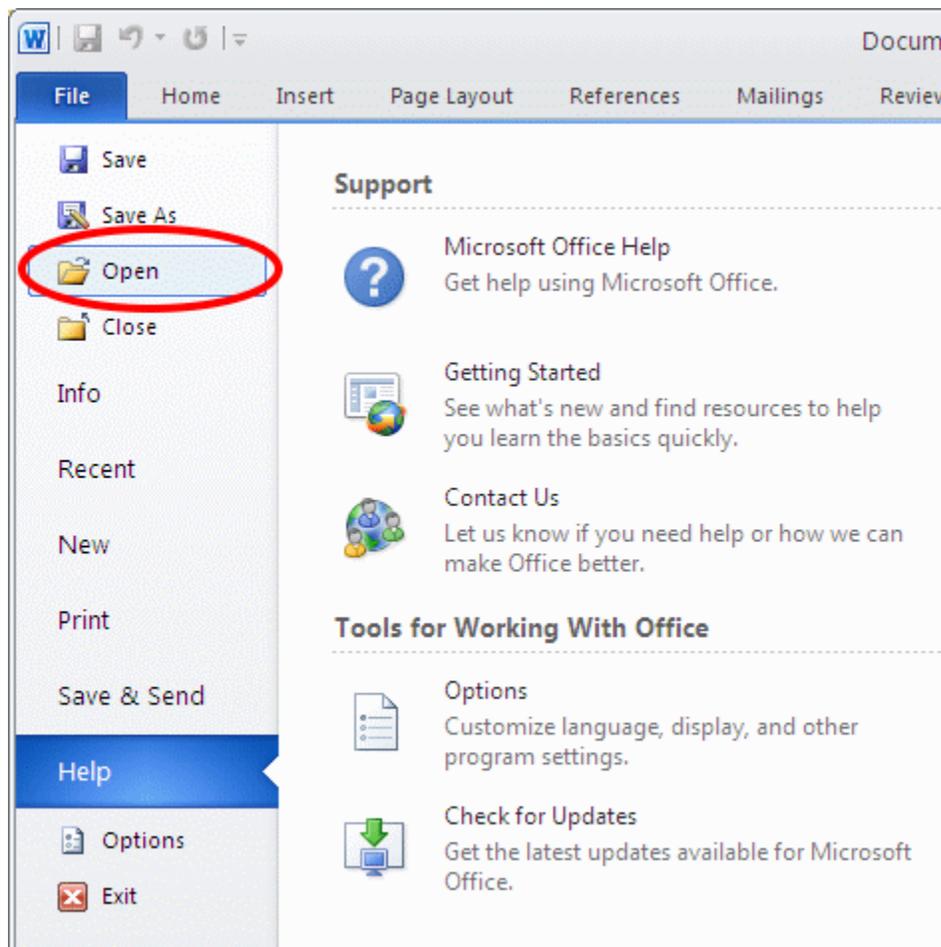
Encrypting Office document by setting protection in MS Office

A. Introduction

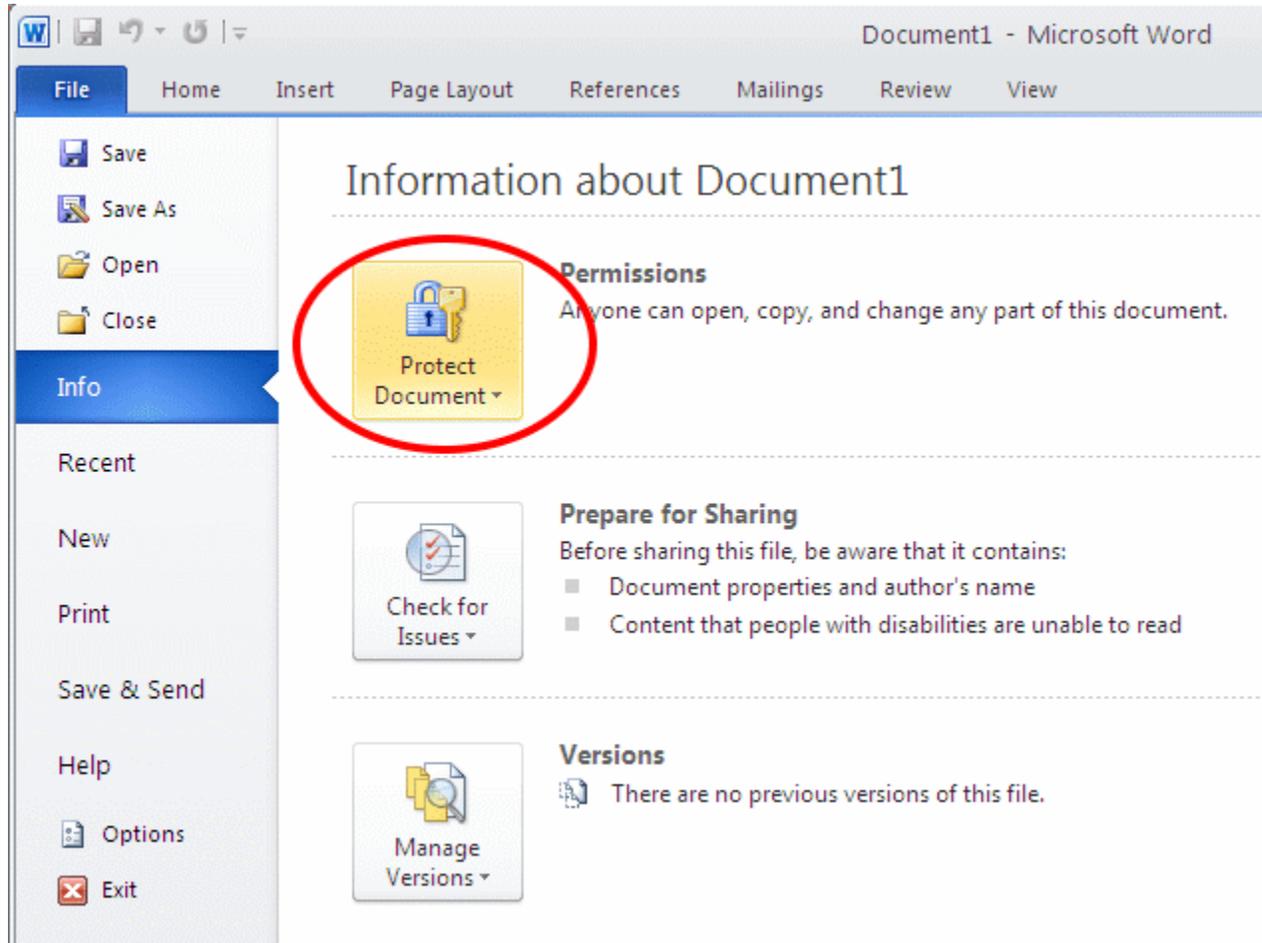
Users are recommended to encrypt sensitive data especially when they are stored in removable devices, stored in mobile computers, or transferred through Email. Microsoft Office 2007 and higher versions support strong encryption as a standard function (128 bit [AES](#)). When used with a strong password, data can be protected from leakage and information from exposure risks.

B. Encrypting WORD Document

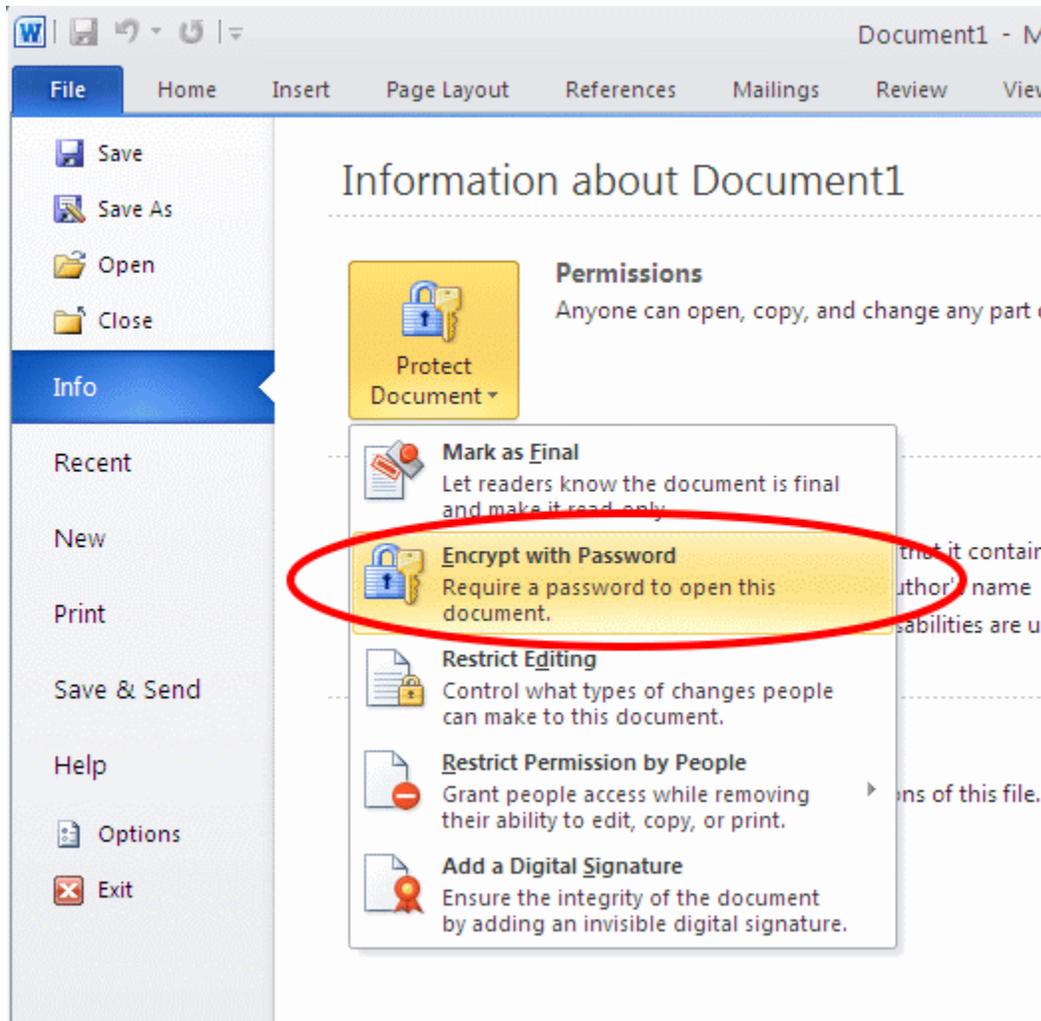
- i. Open a WORD document



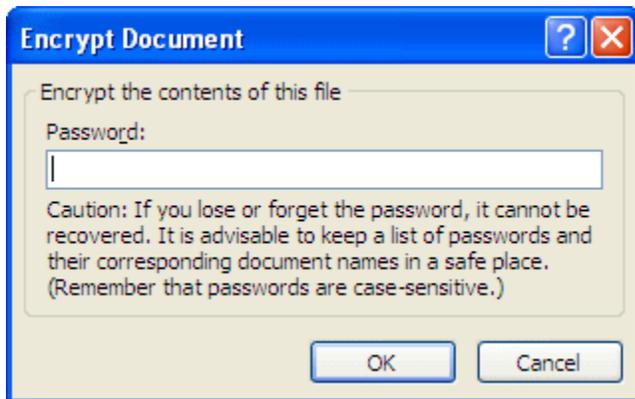
ii. Click “File” -> “Info”-> “Protect Document”



iii. Click “Encrypt with Password”



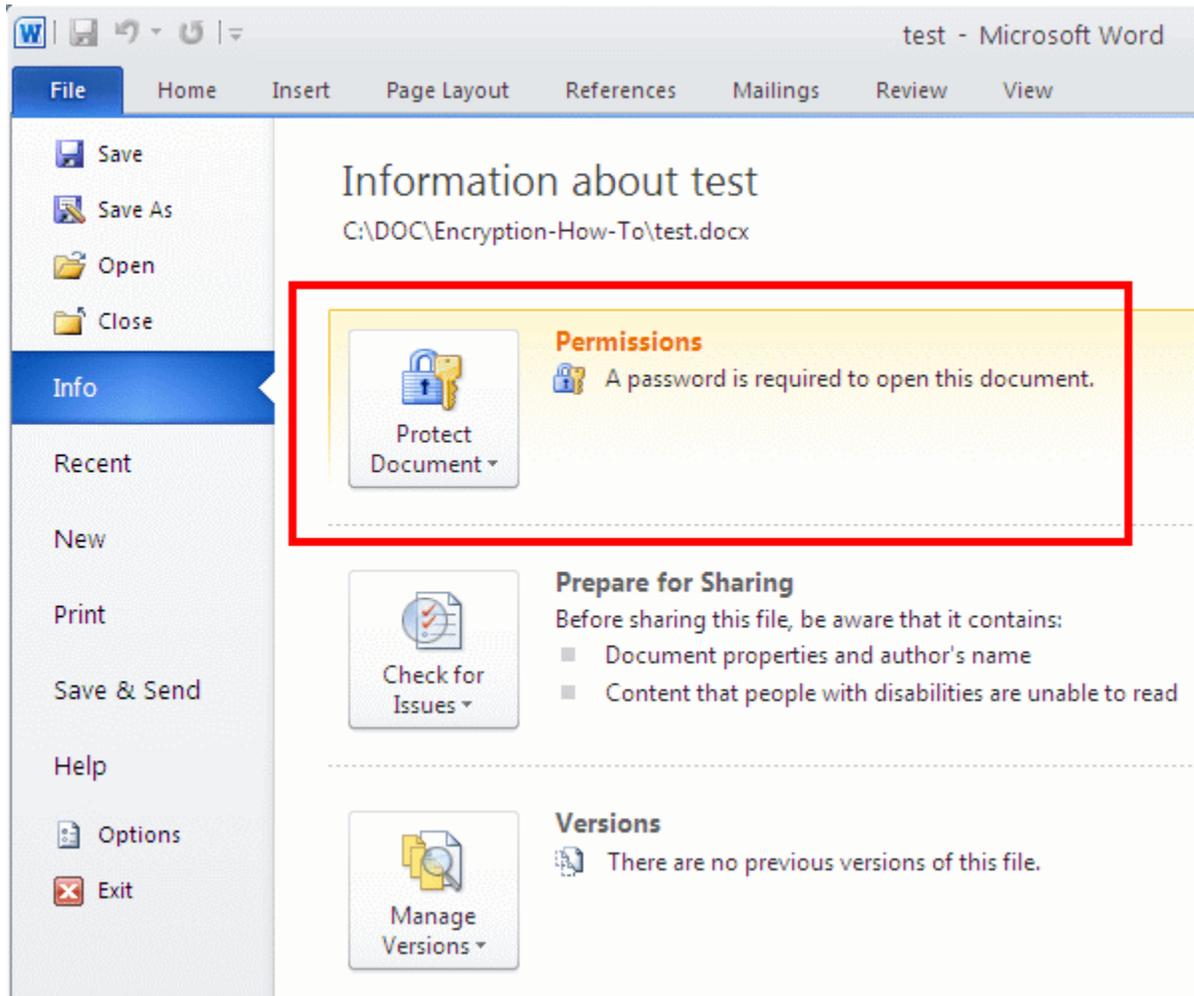
iv. Enter “Password” and then click “OK”



- v. Re-enter “Password” and then click “OK”



- vi. The document is now protected



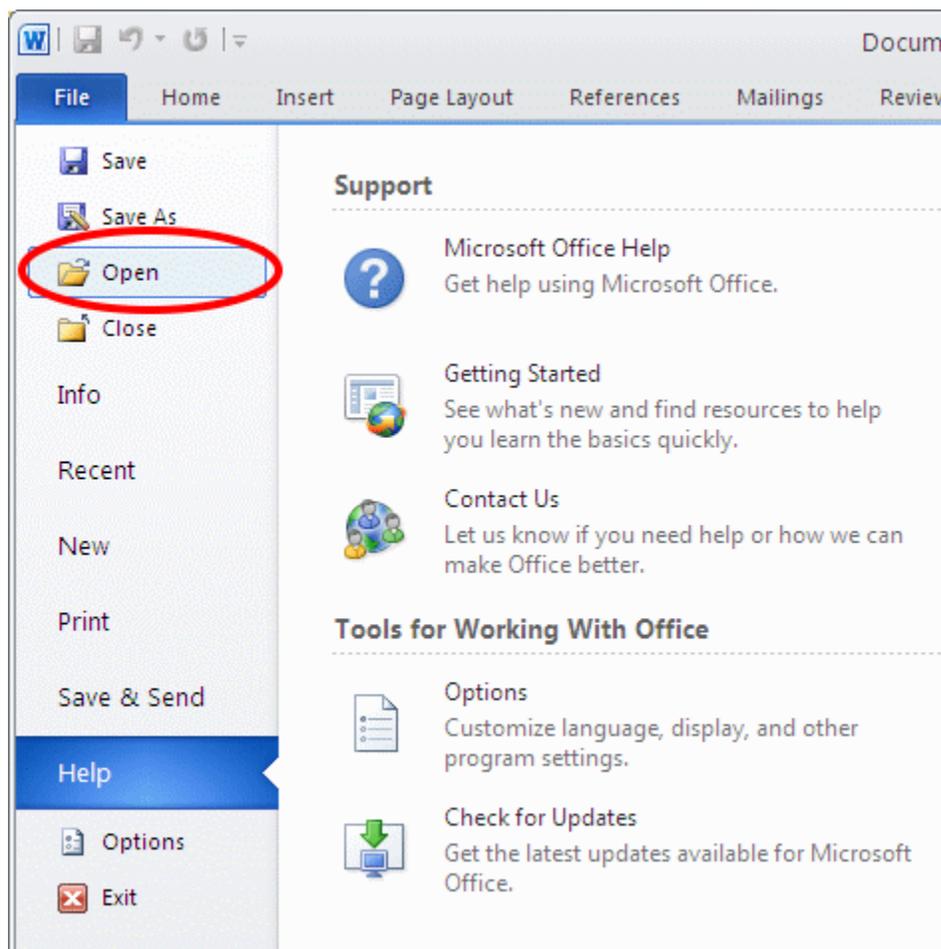
Same protection process can be applied on Excel 2010, PowerPoint 2010 and Access 2010.

For Microsoft Office 2007, similar process can be applied but the steps are slightly different.

- 1) Click on the "Office Orb"
- 2) Go to the "Prepare" section
- 3) Click on "Encrypt Document"
- 4) Type in your secret password and click OK
- 5) Re-type your secret password and click OK

C. Open a Password Protected Document

- i. Open the document



- ii. Enter password and then click "OK"



D. References

If you need more details, please refer to the following resources:

1. Advanced Encryption Standard (AES) from Wikipedia
http://en.wikipedia.org/wiki/Advanced_Encryption_Standard
2. Understand security threats and countermeasures for Office 2013 from Microsoft
<http://technet.microsoft.com/en-us/library/cc178971.aspx>