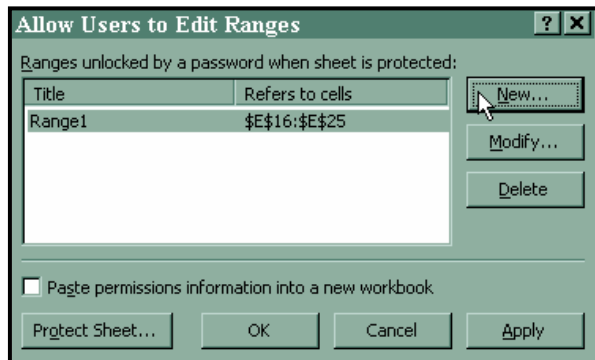
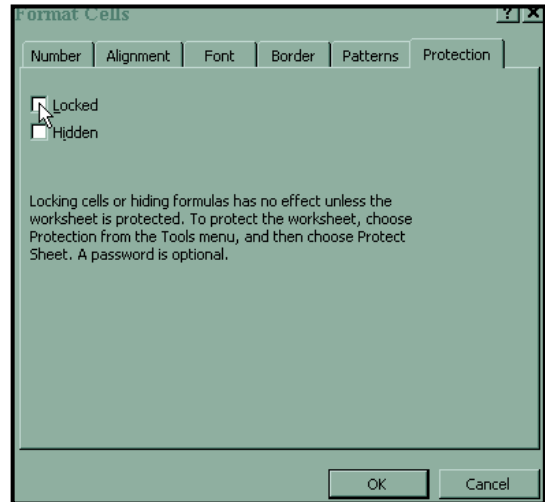


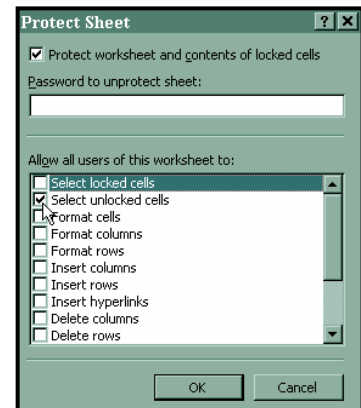
Excel XP: Partially Protect Your Sheets

1. Select cells that you want students to be able to edit by left clicking and dragging over them to highlight them.
2. Right-click inside highlighted area and choose **FORMAT CELLS**.
3. Choose the **PROTECTION** tab and uncheck the box that says **LOCKED** and click **OK** button.



4. Leave the cells highlighted. Click **TOOLS** > **PROTECTION** > **ALLOW USERS TO EDIT RANGES**. Click the **NEW** button and the highlighted cells will be chosen as the range automatically. Click the **APPLY** button and then click the **PROTECT SHEET**.

5. Uncheck **SELECT LOCKED CELLS**, but leave **SELECT UNLOCKED CELLS** checked.
6. Click the **OK** button to finish the process.



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