

Microsoft Word

Module 39 - Document Protection and Security in MS Word

 CBSE

What is Document Protection and Security in MS Word?

Document Protection and Security options in MS Word help keep your documents safe from unauthorized access, editing, or copying. These features allow you to control who can open, view, or make changes to your file. You can apply passwords, restrict editing, or use digital signatures.

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MS Word offers different levels of protection. For example, you can allow only specific types of editing (like filling in forms), prevent formatting changes, or mark a document as “read-only.” You can also encrypt a document with a password to make sure only the right people can open it.

 NTSE

These features are especially useful when working with sensitive or important information. Whether you're sharing business reports or academic work, document protection ensures your content stays secure and unaltered by others.

 Banking & Insurance

Importance of Document Protection and Security in MS Word

 Central Govt. Service

- Prevents Unauthorized Access
By setting a password to open a document, you can stop unauthorized users from even viewing its content, which is crucial for confidential files.

 State Govt. Services

- Maintains Document Integrity
Restricting editing ensures that no one can change the text, format, or layout without your permission, helping preserve the original content.

 LAW Entrance

- Protects Sensitive Information
Security options help protect personal, financial, or official information from leaks or misuse, especially when sharing documents electronically.

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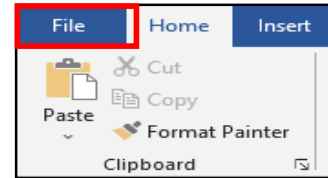
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Document Protection and Security in MS Word

Steps to Protect Document in MS Word:

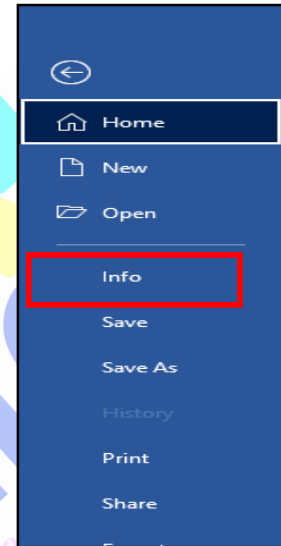
Step 1: Open Your Document

Start by opening the Word document you want to protect.



Step 2: Go to the "File" Tab

Click on the "File" tab at the top-left corner of Word.

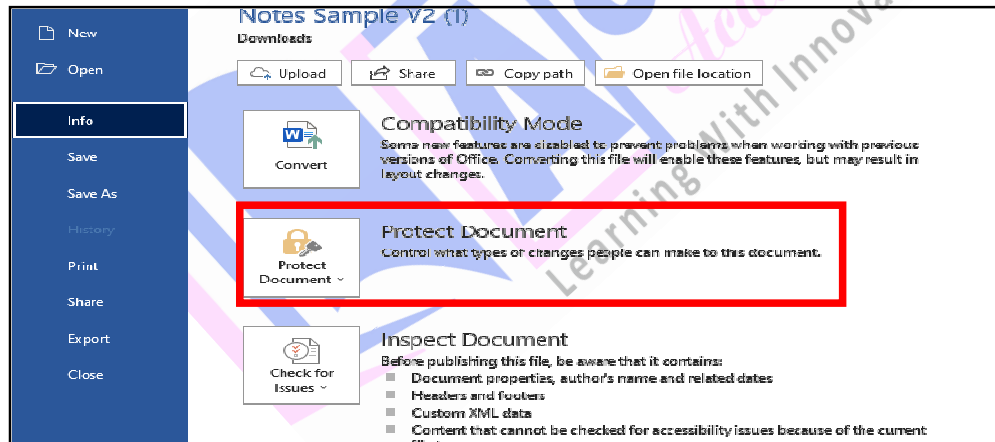


Step 3: Click on "Info"

From the menu on the left, choose "Info" if it's not already selected.

Step 4: Select "Protect Document"

Click the "Protect Document" button. A list of options will appear.



Step 5: Choose a Protection Option

- You can choose from several options, such as:
- Mark as Final - makes the document read-only.
- Encrypt with Password - requires a password to open.
- Restrict Editing - lets you limit formatting or editing.

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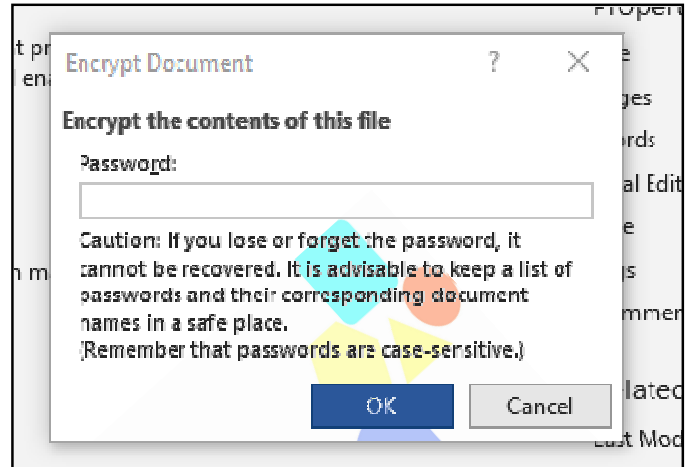
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Step 6: Follow the Prompts

For example, if you choose “Encrypt with Password,” enter a password and confirm it. Remember this password—you won’t be able to open the file without it!



Step 7: Save the Document

After applying protection, save your document to make sure the settings take effect.

Assignment

Ques: Paragraph: The Importance of Learning Technology

Learning technology is essential in today's fast-paced digital world. It helps individuals stay connected, access information quickly, and perform tasks more efficiently. Whether in education, business, or daily life, technology plays a key role in communication and problem-solving. Students who learn how to use digital tools gain a strong advantage in school and future careers. Technology also encourages creativity and allows people to explore new ideas and skills. By understanding how to use technology effectively, we can become more independent and better prepared for the future.

Use options from the Font group on the Home tab to format your paragraph:

1. Change the font style to Calibri or any font of your choice.
2. Set the font size to 14 pt.
3. Make the first sentence bold.
4. Italicize one sentence of your choice.
5. Change the font color of at least one word to blue.

Protect the Document

1. Go to the Review tab.
2. Click on Restrict Editing.
3. Under Formatting restrictions, check the box to limit formatting.
4. Under Editing restrictions, select “Read-only”.