

TIP KESELAMATAN



Melindungi [document](#) anda, [workbook](#), atau [presentation](#) dengan kata laluan, kebenaran dan sekatan lain

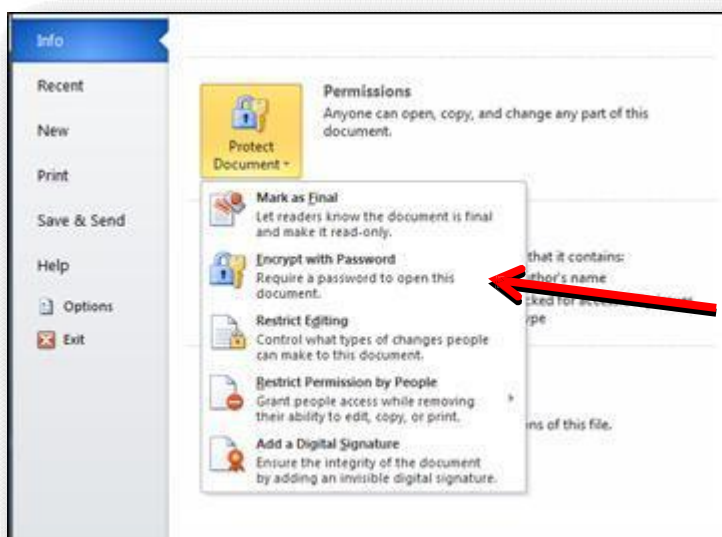
In Microsoft Office, you can use passwords to help prevent other people from opening or modifying your documents, workbooks, and presentations. It's important to know that if you don't remember your password **Microsoft can't retrieve your forgotten passwords.**

Gunakan kata laluan yang kuat dengan gabungan aksara huruf kecil dan besar.

Protect your Word document

In an open document, click **File > Info > Protect Document.**

You see the following options.



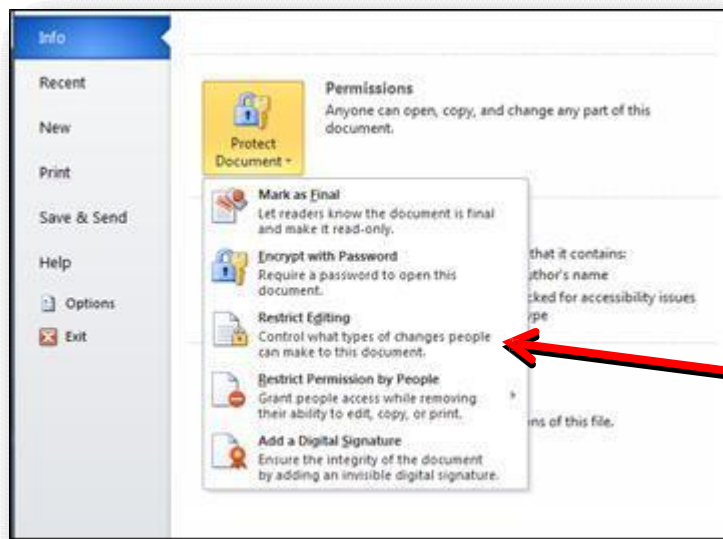
Encrypt with Password Set a password for the document.

When you select **Encrypt with Password**, the **Encrypt Document** dialog box appears. In the **Password** box, type a password. **Important:** Microsoft cannot retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place.

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Restrict Editing Control what types of changes can be made to the document.



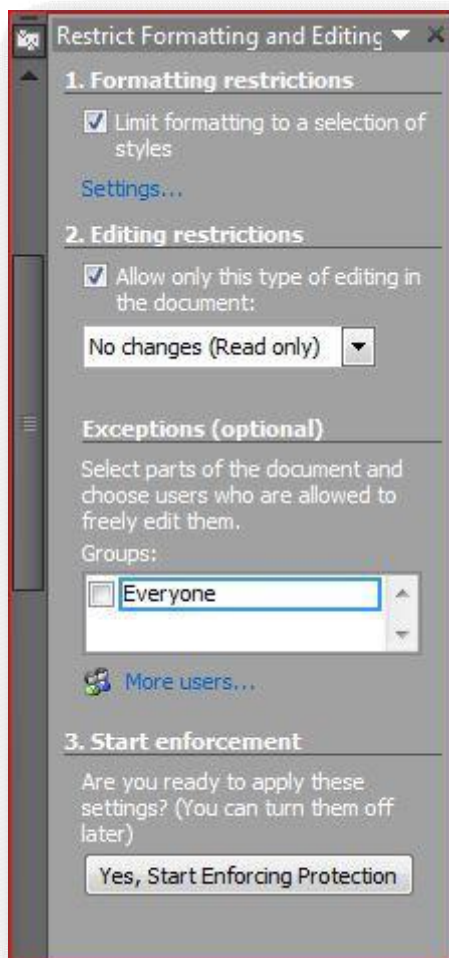
When you select **Restrict Editing**, you can see.

- **Formatting restrictions** This reduces formatting options, preserving a look and feel. Click **Settings** to select which style are allowed.

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- **Editing restrictions** You control how the file can be edited or you can disable editing. Click **Exceptions** or **More users** to control those who can edit.



- **Start enforcement** Click **Yes, Start Enforcing Protection** to select password protection or user authentication. You can also click **Restrict permission** to add or remove editors who'll have restricted permissions.

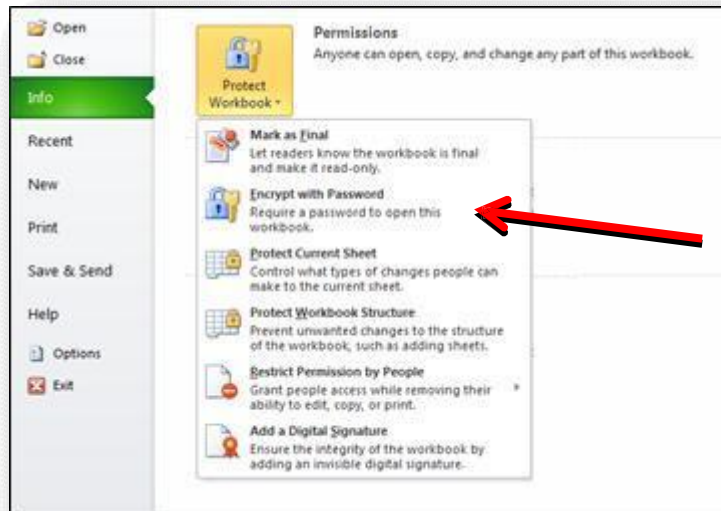
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Protect your Excel worksheet

In an open worksheet, click **File > Info > Protect Workbook**.

You see the following options.

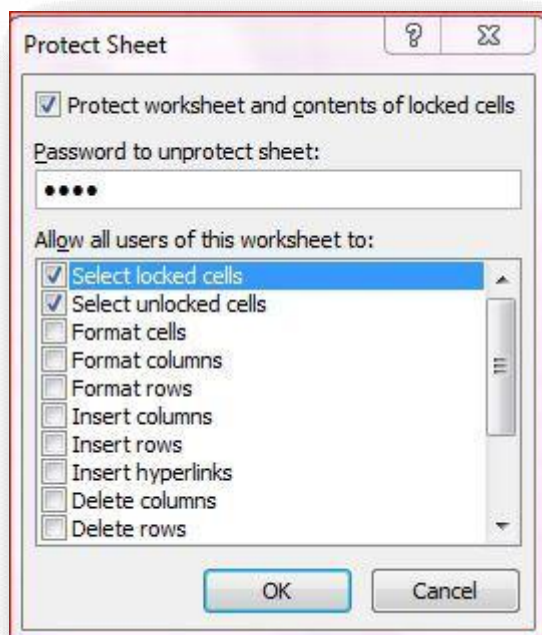


Encrypt with Password Set a password for the document.

When you select **Encrypt with Password**, the **Encrypt Document** dialog box appears. In the **Password** box, type a password. **Important** Microsoft can't retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place.

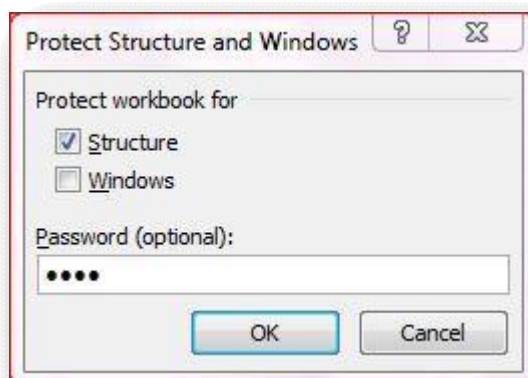


Protect Current Sheet Protect the worksheet and locked cells.



By using the Protect Current Sheet feature, you can select password protection and allow or disallow other users to select, format, insert, delete, sort or edit areas of the worksheet.

Protect Workbook Structure Protect the structure of the worksheet.



By using the Protect Workbook Structure feature, you can select password protection and select options to prevent users from changing, moving, deleting important data.

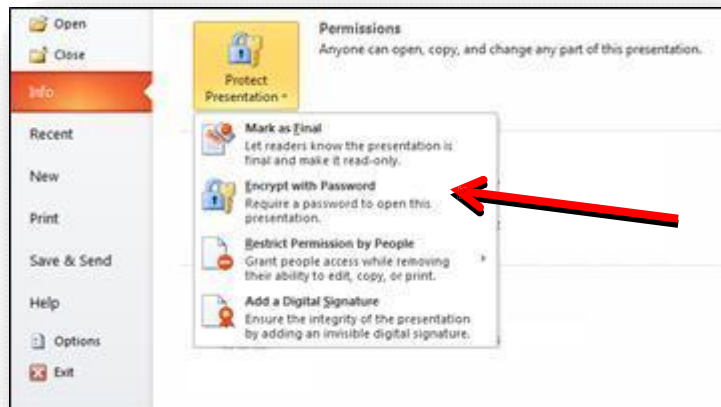
TIP KESELAMATAN



Protect your PowerPoint presentation

In an open presentation, click **File > Info > Protect Presentation**.

You see the following options.



Encrypt with Password Set a password for the presentation.

When you select **Encrypt with Password**, the **Encrypt Document** dialog box appears. In the **Password** box, type a password. **Important** Microsoft can't retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place.