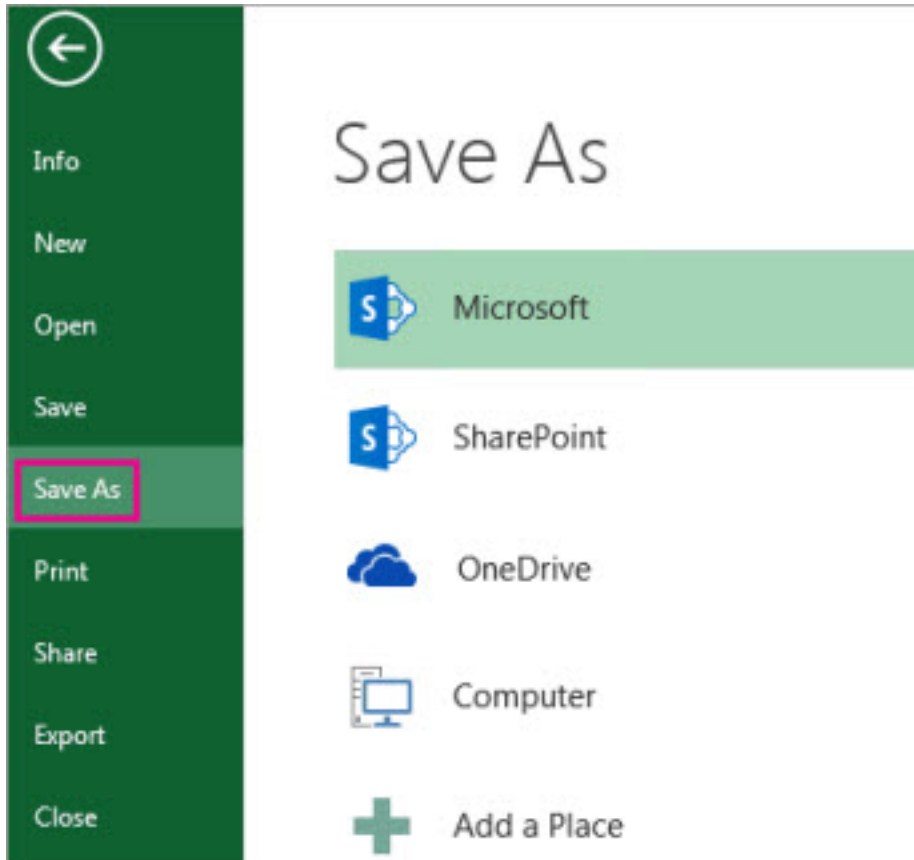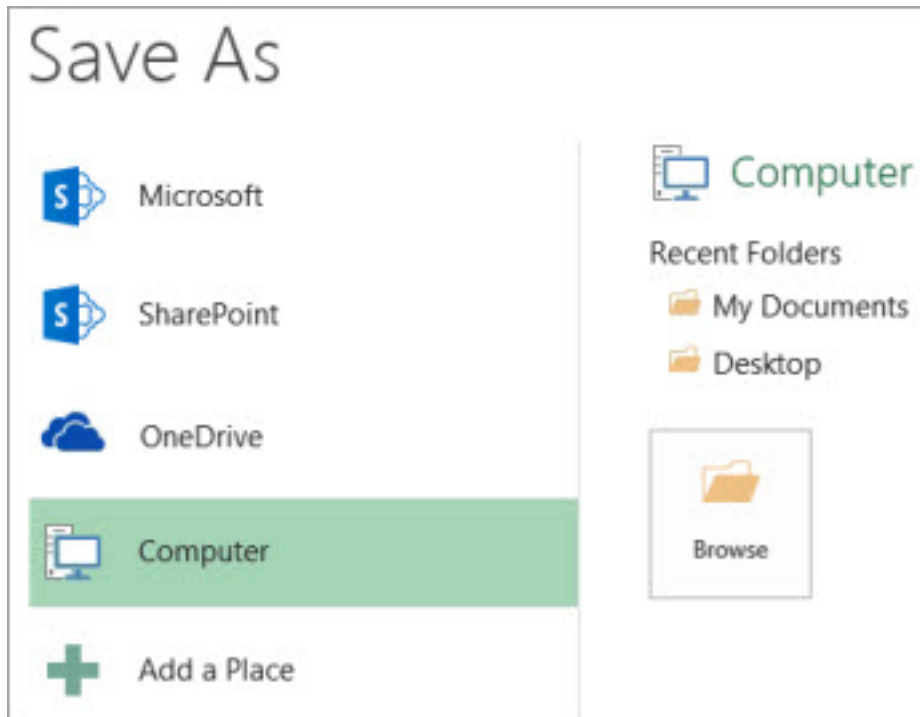# To 'Save As' For Windows:

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".
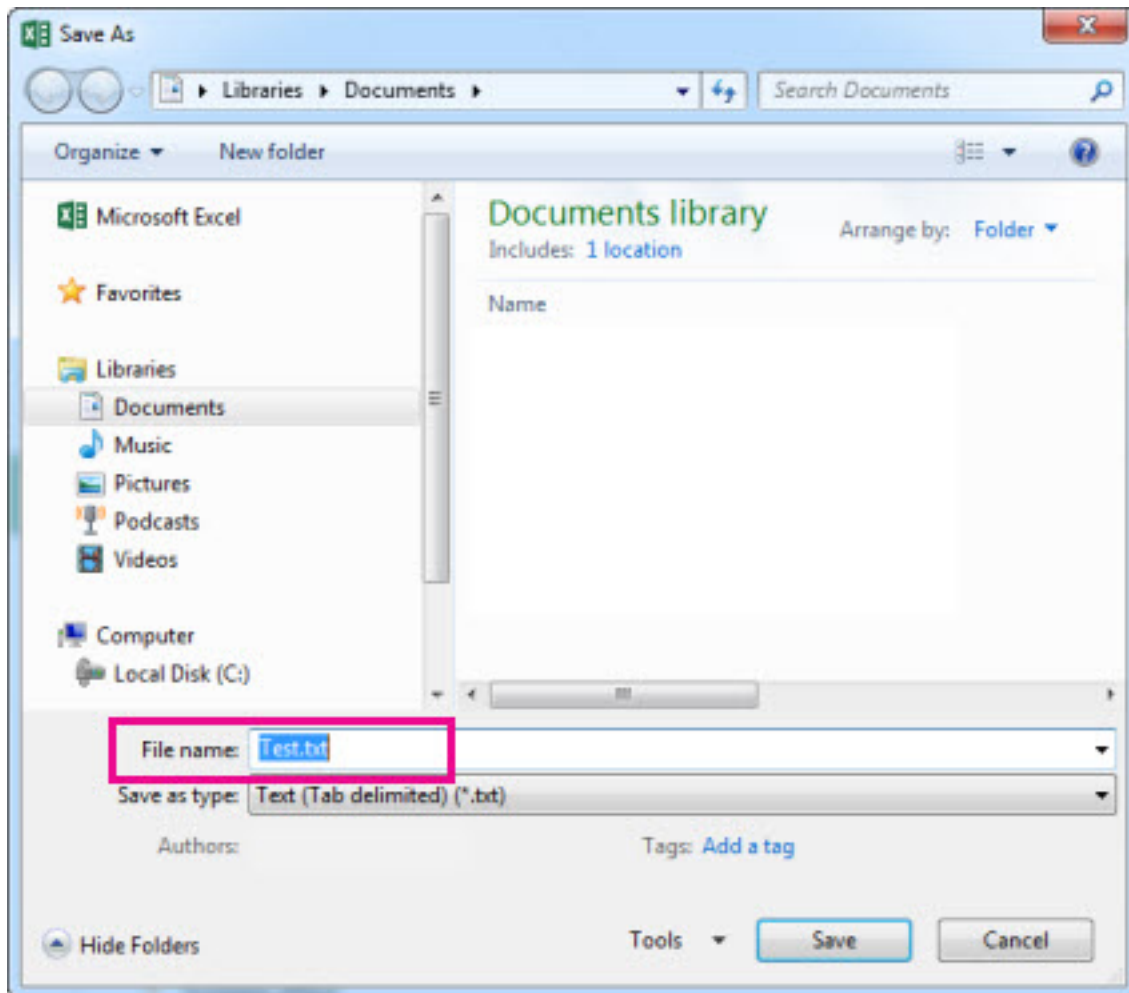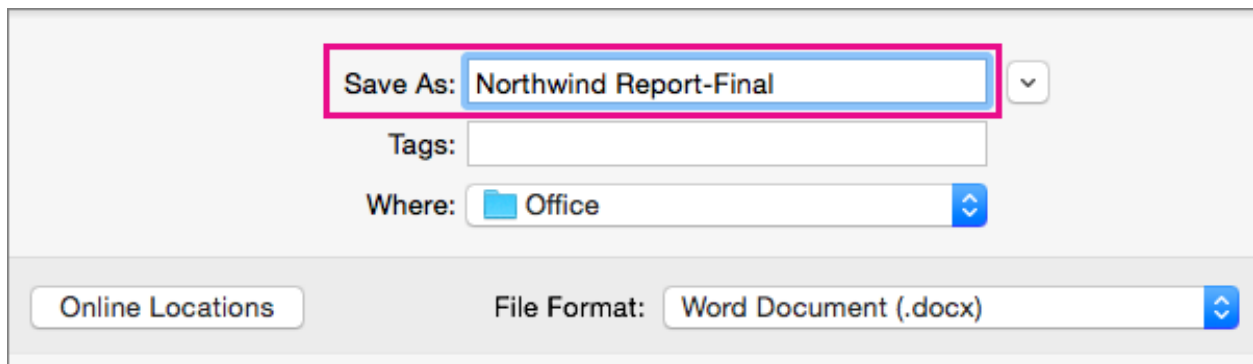
Click **Save**.

To 'Save As' For Mac:

On the **File** menu, click **Save as**, or press ⌘ + 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').
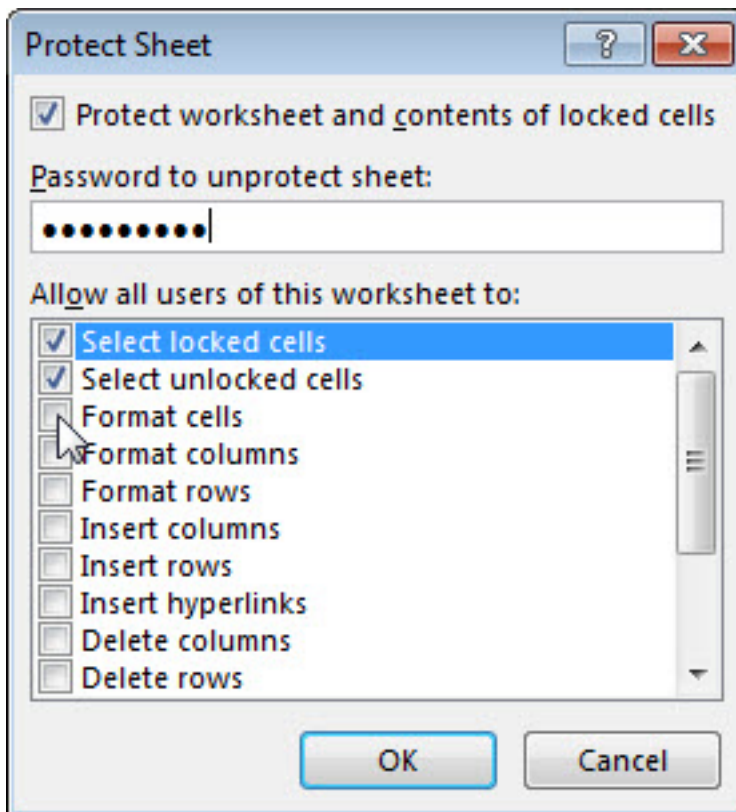

Click **Save**.

To Protect a Worksheet for Windows:

On the **Review** tab, click **Unprotect Sheet**. Then immediately click **Protect Sheet**.
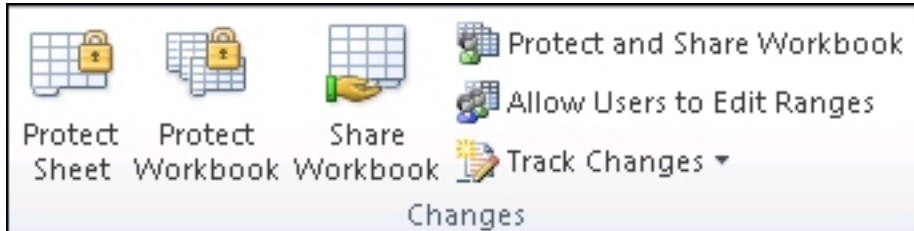
In the **Allow all users of this worksheet to** list, select the elements you want people to be able to change.

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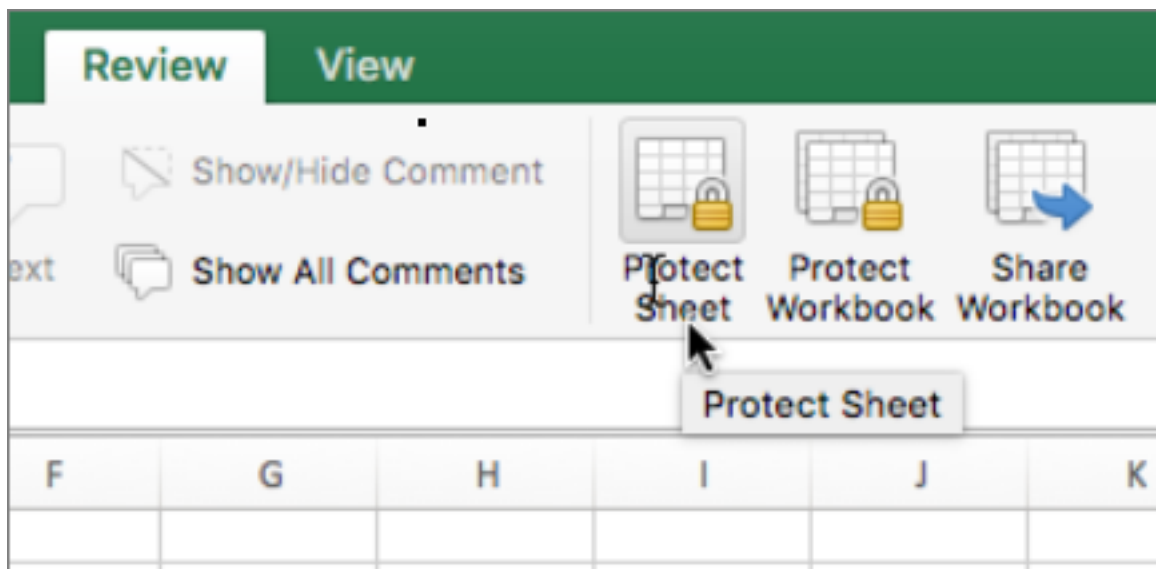
In the **Allow users of this sheet to** list, select the elements that you want users to be able to change.

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**.