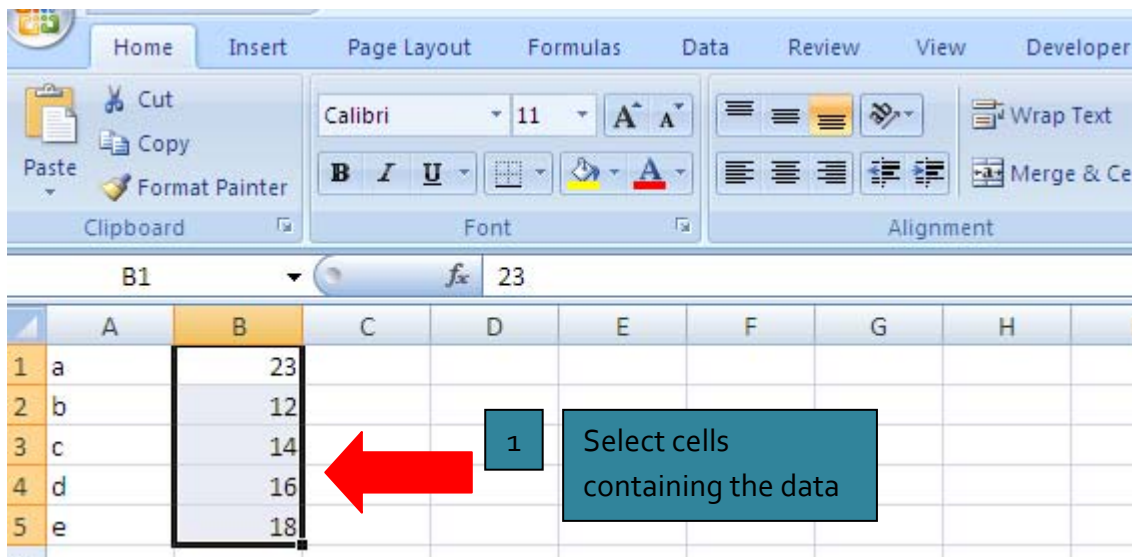
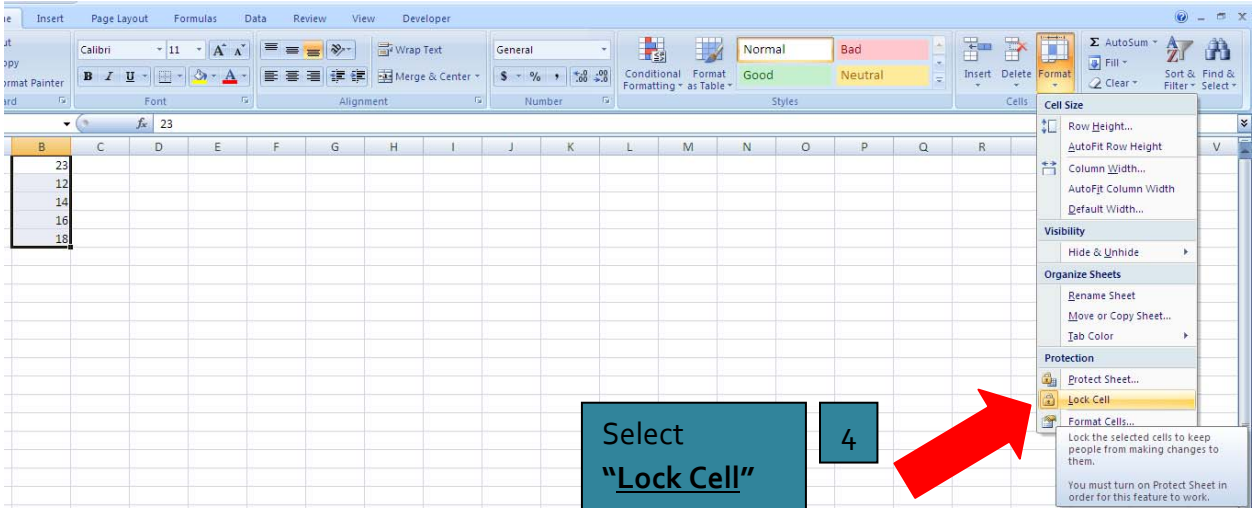
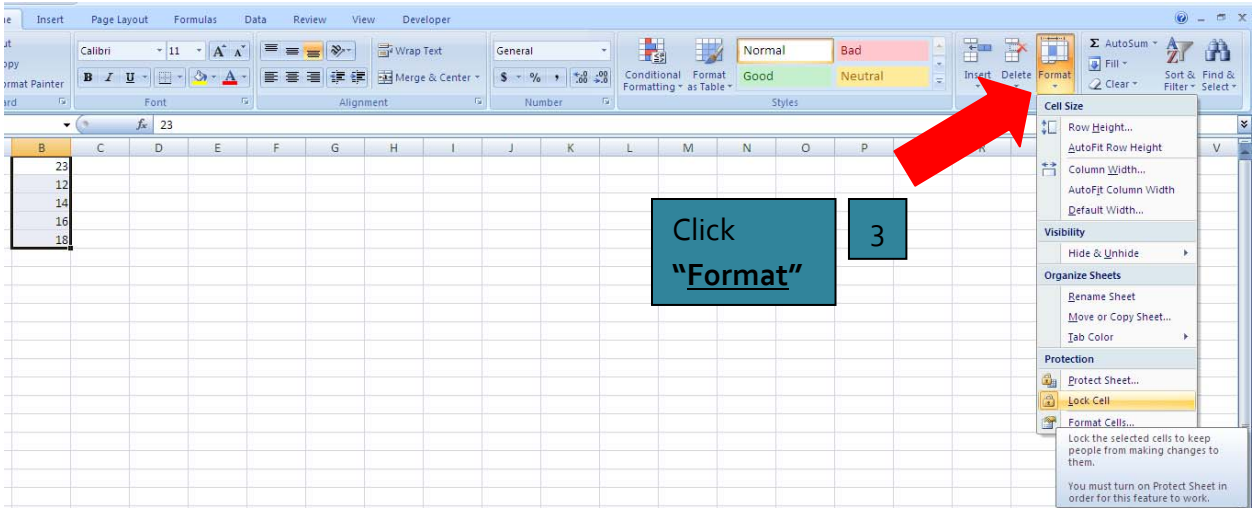
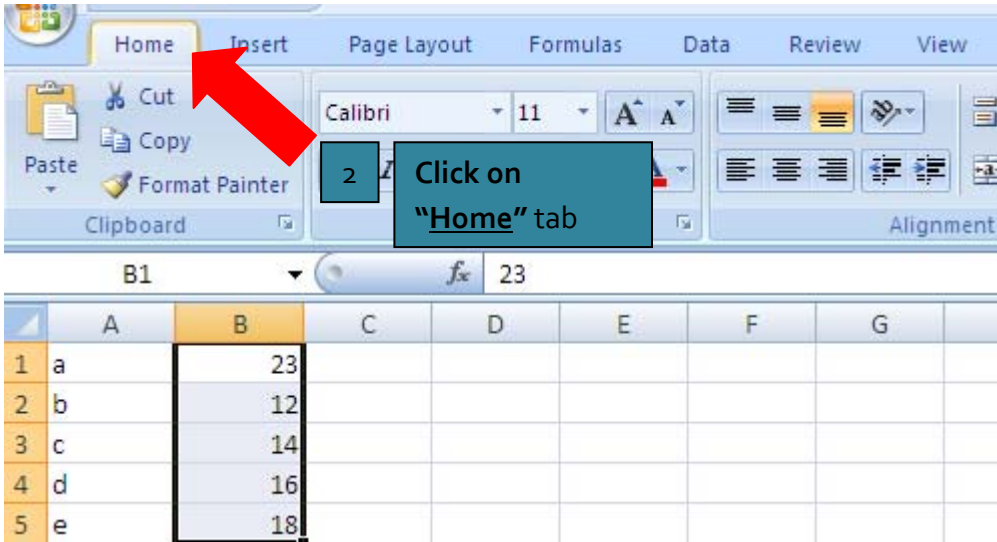
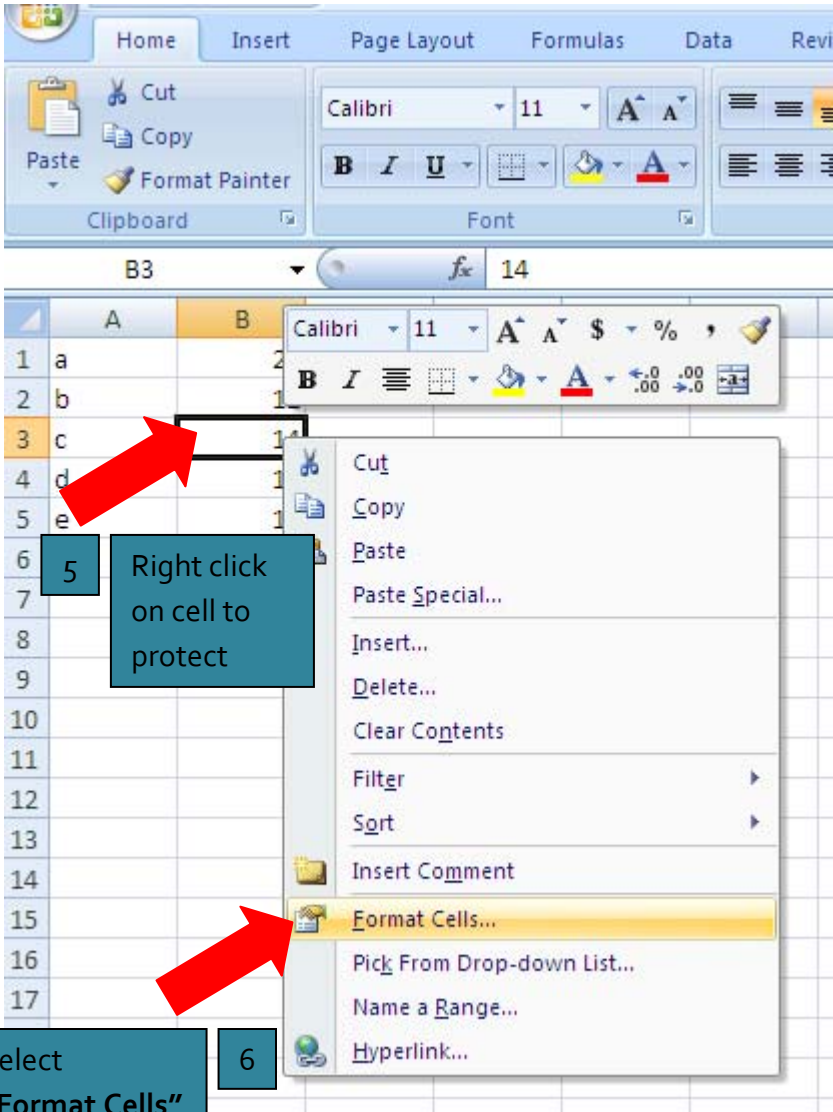


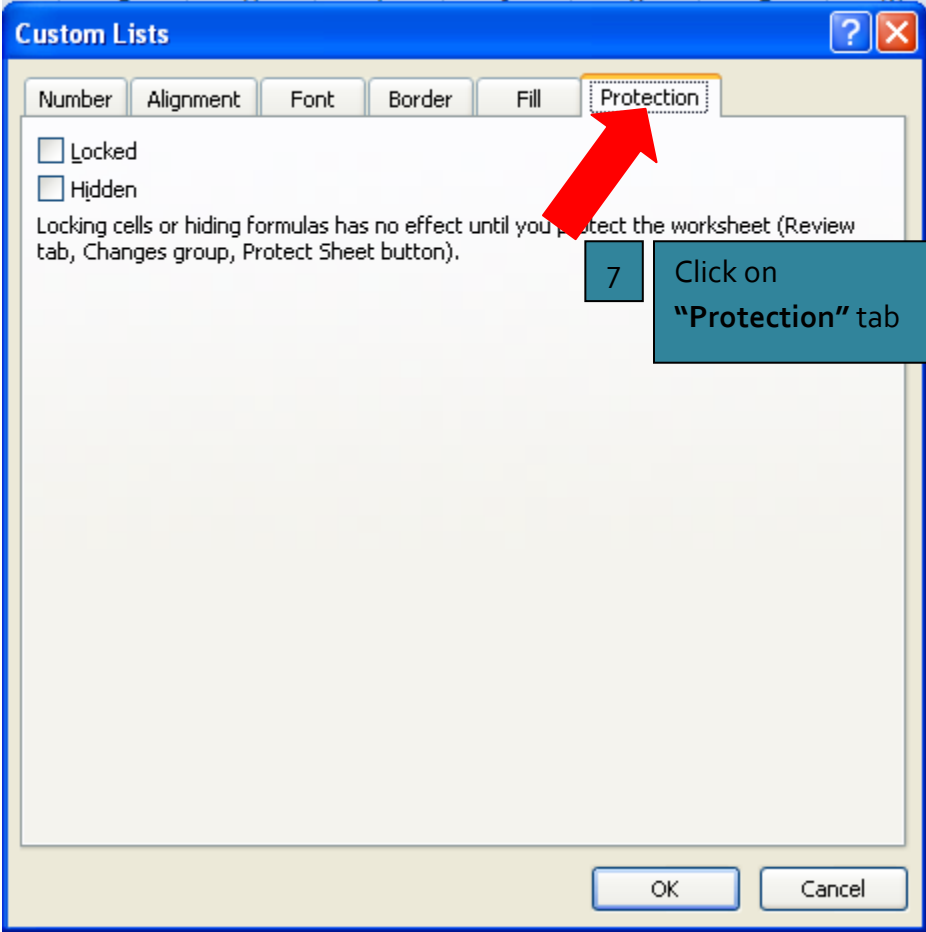
STEPS OVERVIEW

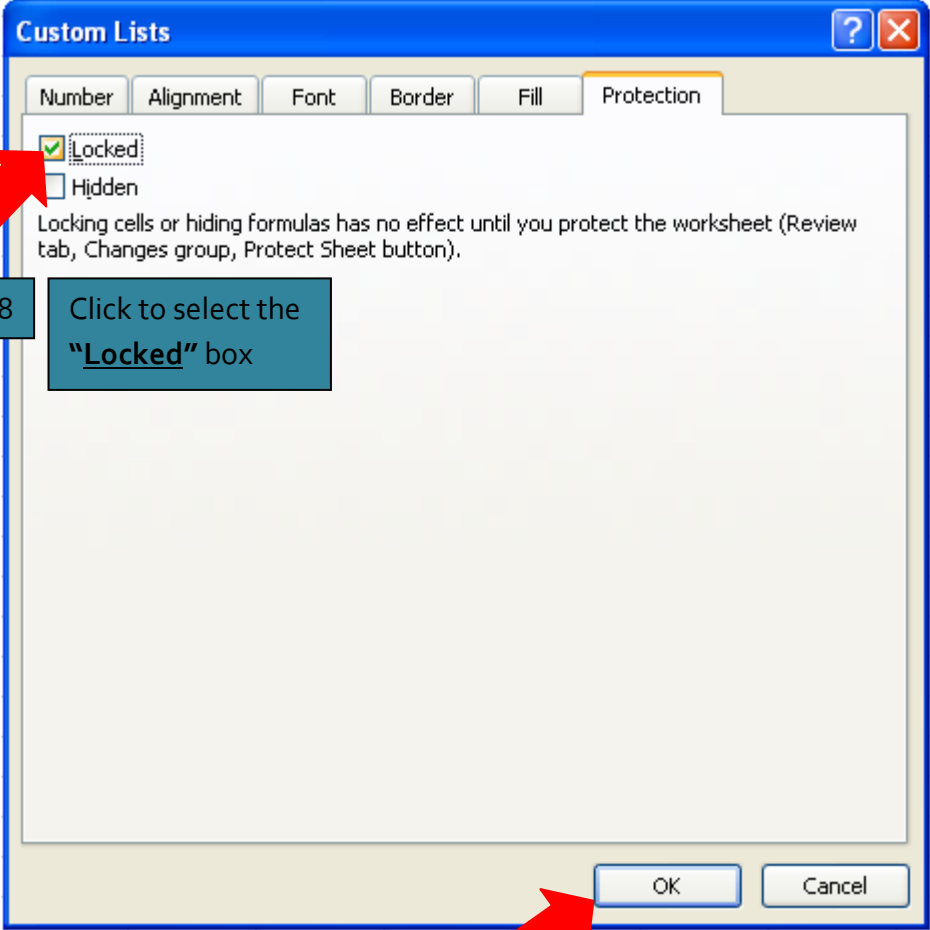
1. Select all cells containing data.
2. Click on "**Home**" tab.
3. Choose the "**Format**" option on the ribbon to open the drop down list.
4. Click on "**Lock Cell**" option at the bottom of the list.
5. Right click on the cell that you want to protect.
6. Choose "**Format Cells**".
7. Click on "**Protection**" tab.
8. Click to select the "**Locked**" box.
9. Click "**OK**".











8 Click to select the "Locked" box

9 Click "OK"