In order to secure this file with a password, please follow the following 3 steps*:

* Please note that there are no macros in this spreadsheet. Please don't enter any confidential information in this spreadsheet (or in any document ever unless it is 100% secured and only saved offline). Thanks

Step 1: Windows and Mac users: Select File from the menu in Excel. If you are using a Mac, select Save As... per the image below on the left. If you are using Windows, select Info per the

