# Sharing a locked Excel sheet on a Moodle page

You may find a situation where you want to share a spreadsheet with others on a Moodle page but not allow them to edit it.

1. Let's start by working with the Excel sheet. If you are using Office 365 on the Web to access the Excel sheet, type in mail.hanover.edu to the URL field in a browser and hit Enter. You will be asked to authenticate with your email address and password. Then you'll see the waffle or 9 white dot icon in the upper left corner of the screen. Click on this and a menu with Office 365 software icons appears. We'll click on the icon for Excel.
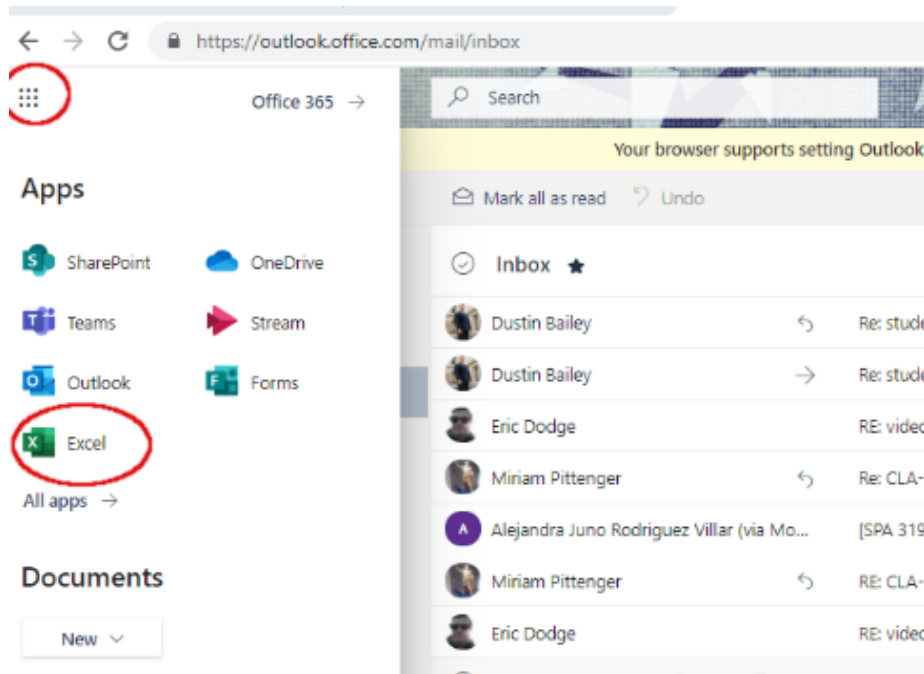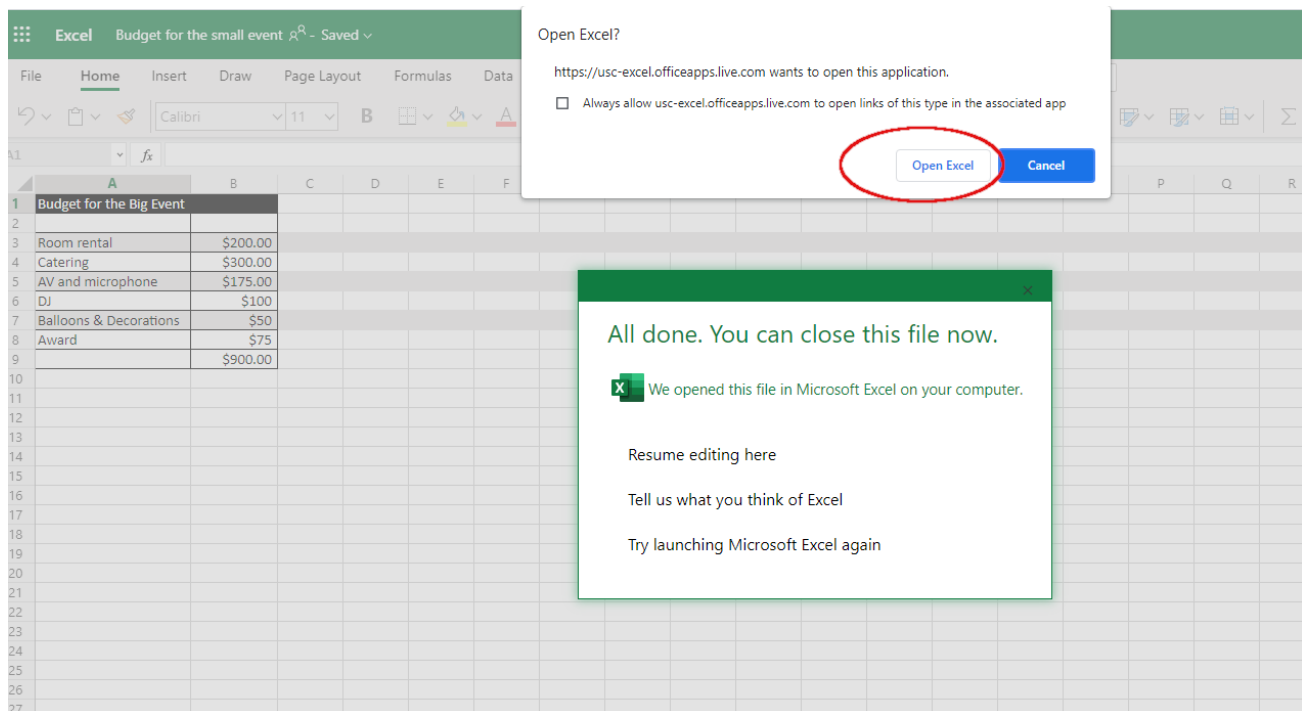

2. Click on the Excel sheet that you want to use. Here we will use the Budget for the Small Event Excel Sheet.
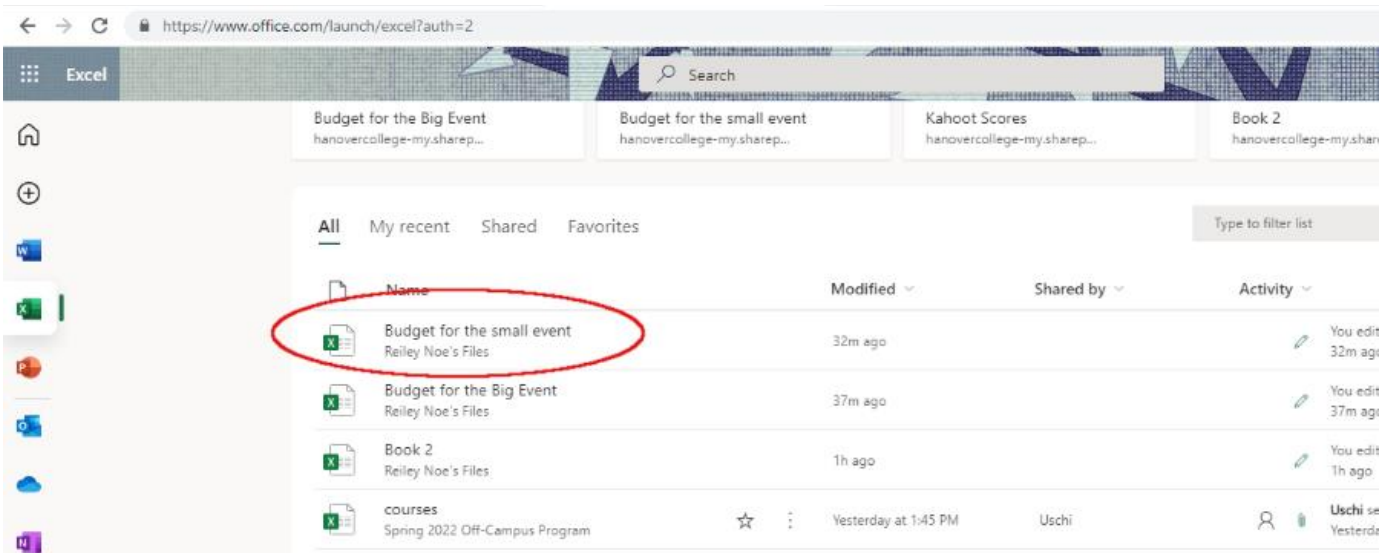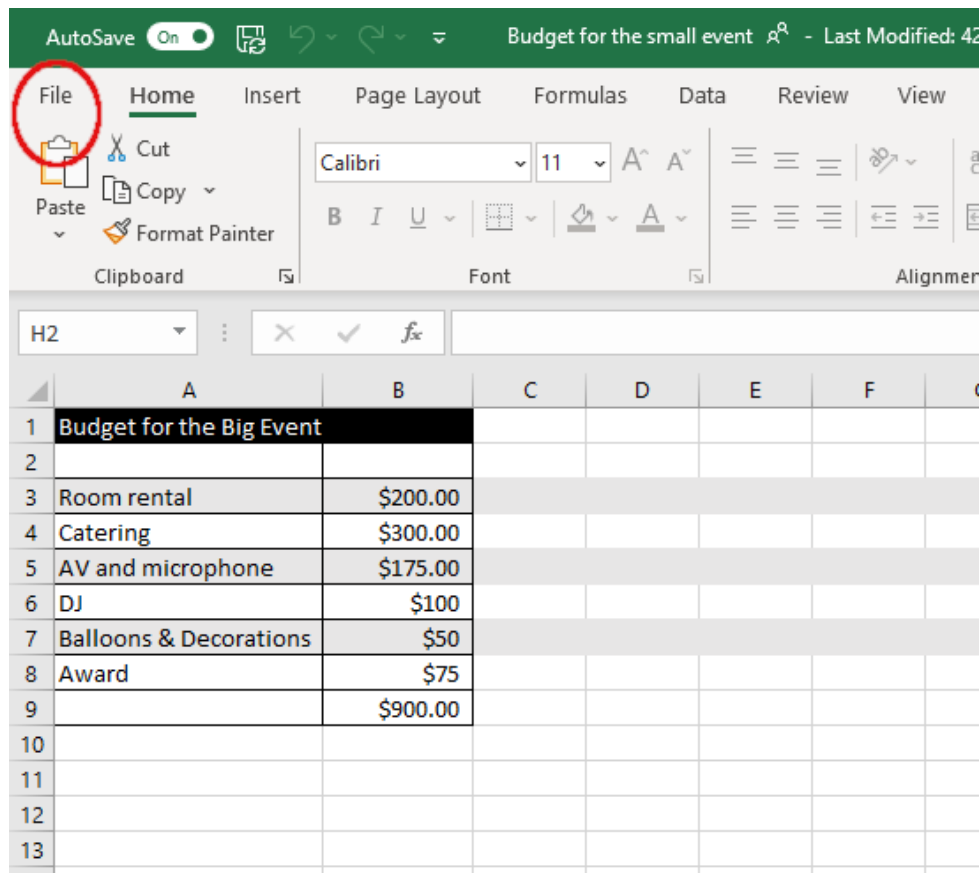
3. After opening the Excel sheet, click on Open in Desktop App. This will allow you to protect the cells from editing easier.
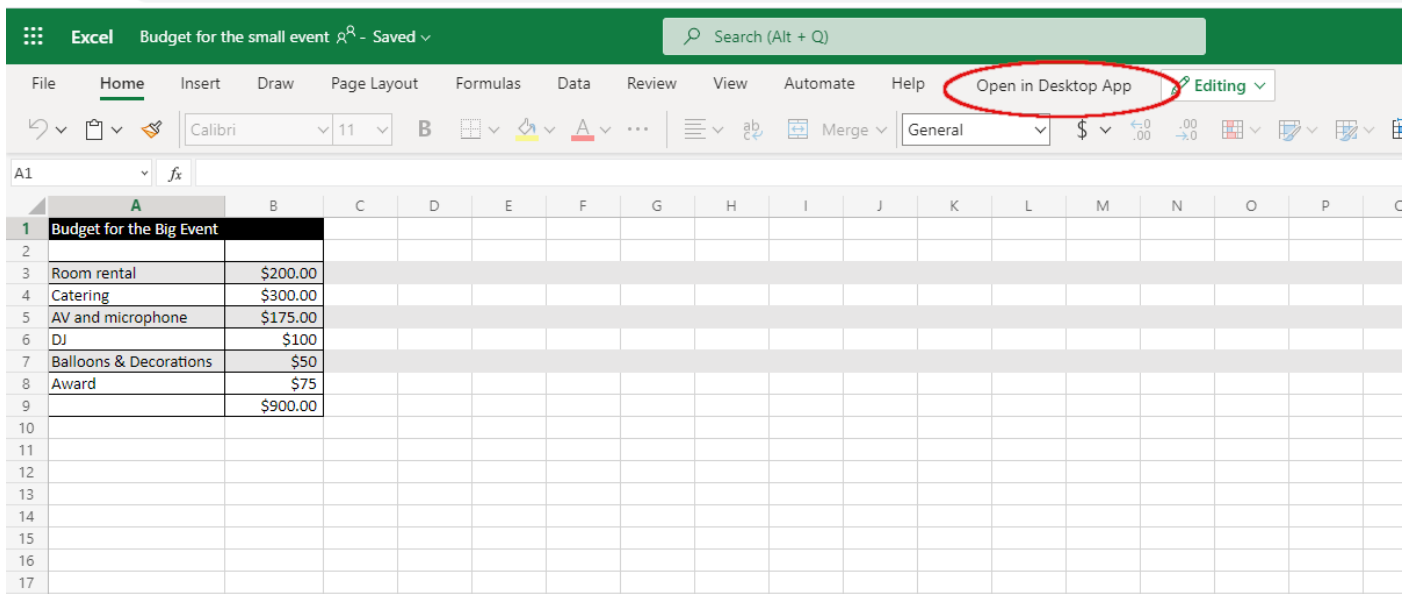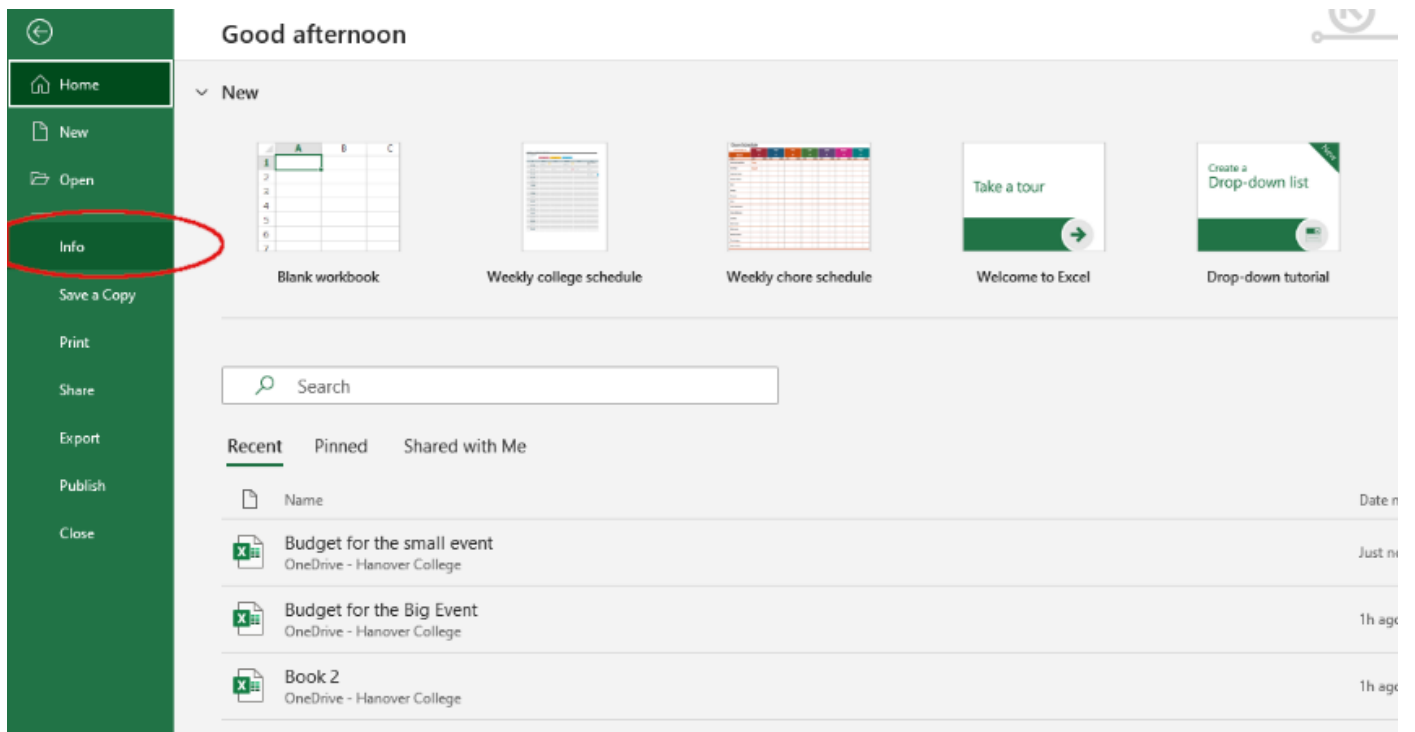

4. The page grays out. In Chrome, you'll want to click on the Open Excel button which appears on the Open Excel? Menu.
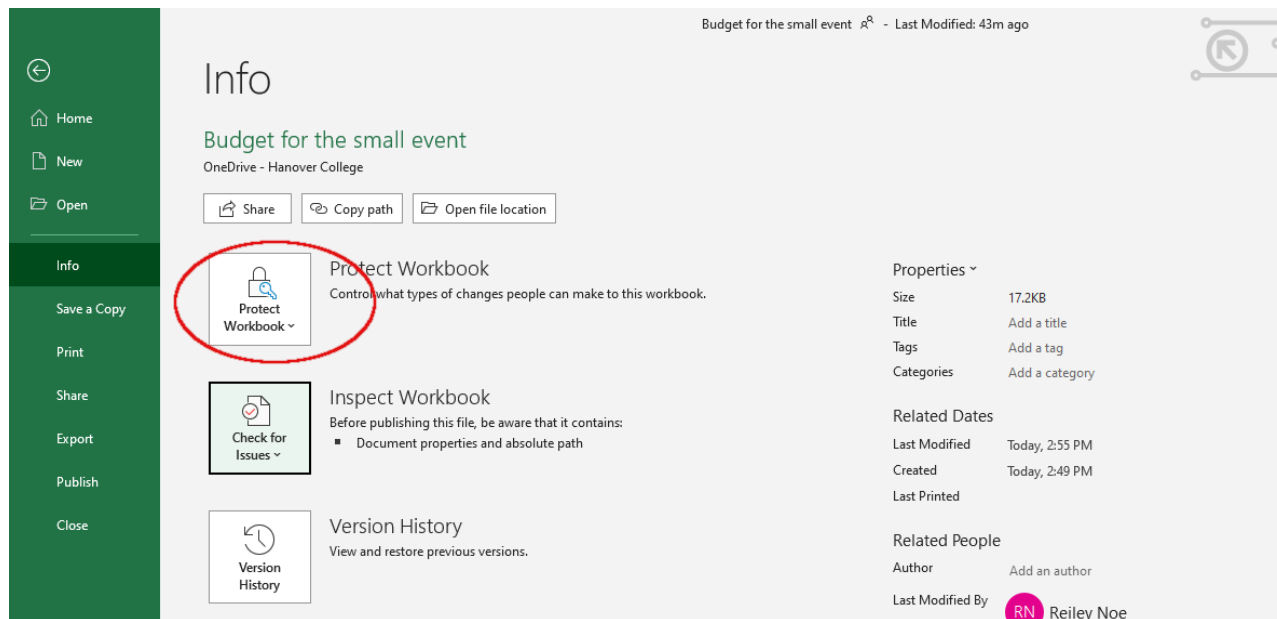
5. Click on the File link in the upper left corner of the screen.
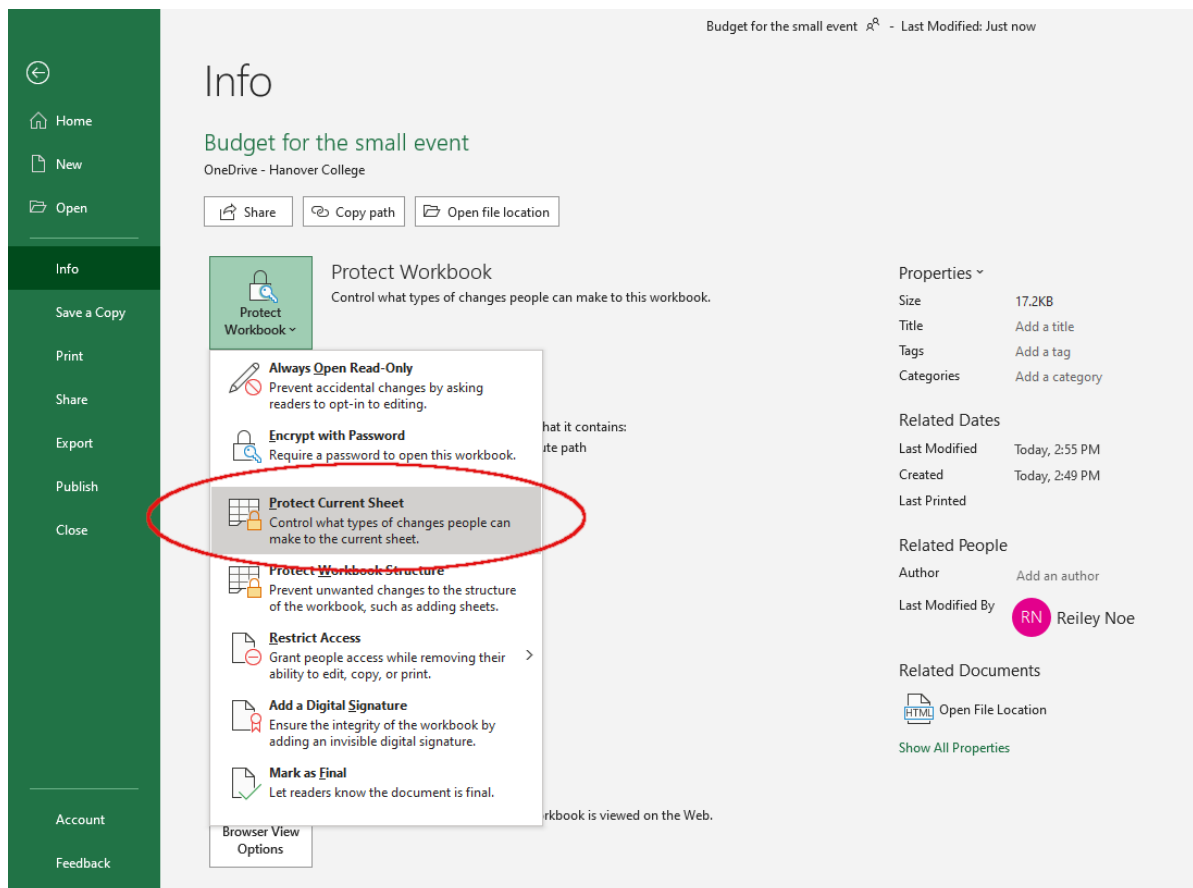

6. Click on the Info link that appears in the green ribbon on the left side of the screen.

7. On the Info screen, click on the Protect Workbook icon.

8. In the drop-down menu that appears, click on Protect Current Sheet.

9. On the dialog box that appears, make sure that the 'Protect Worksheet and contents….' tick box is ticked but uncheck all of the others. Don't worry about adding a password.


Unclick all tick boxes and click OK
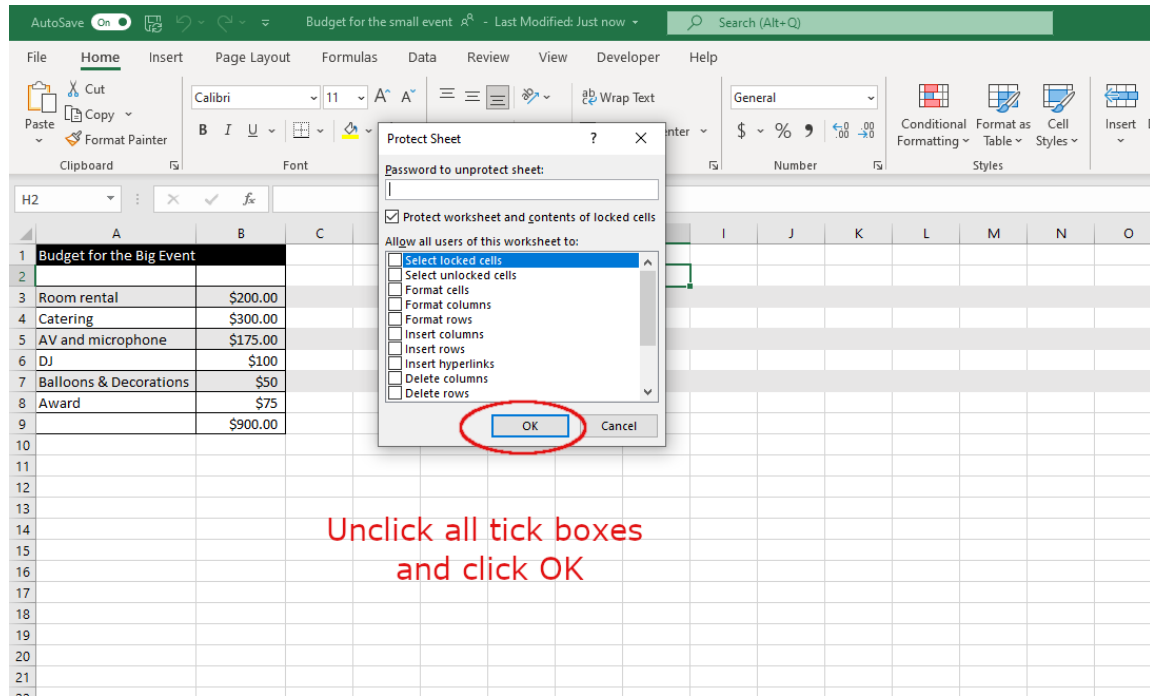
10. Click the Share button in the upper right hand corner of the screen.
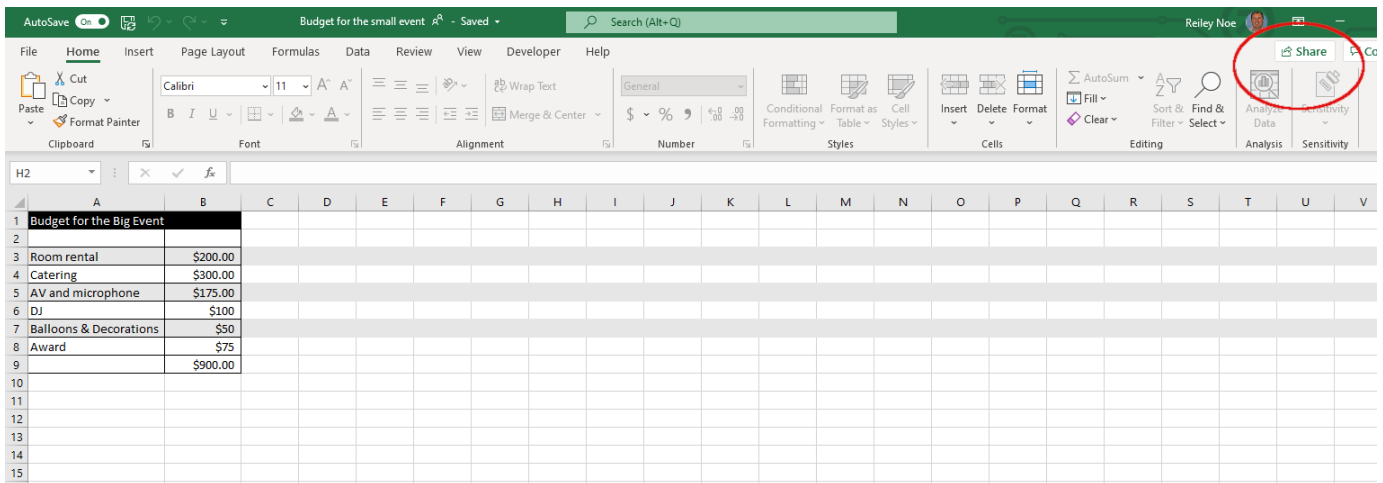
11. A Send Link popup appears. Make sure that 'Anyone with the link can view' selection is visible. Next, click on the copy link icon below it.
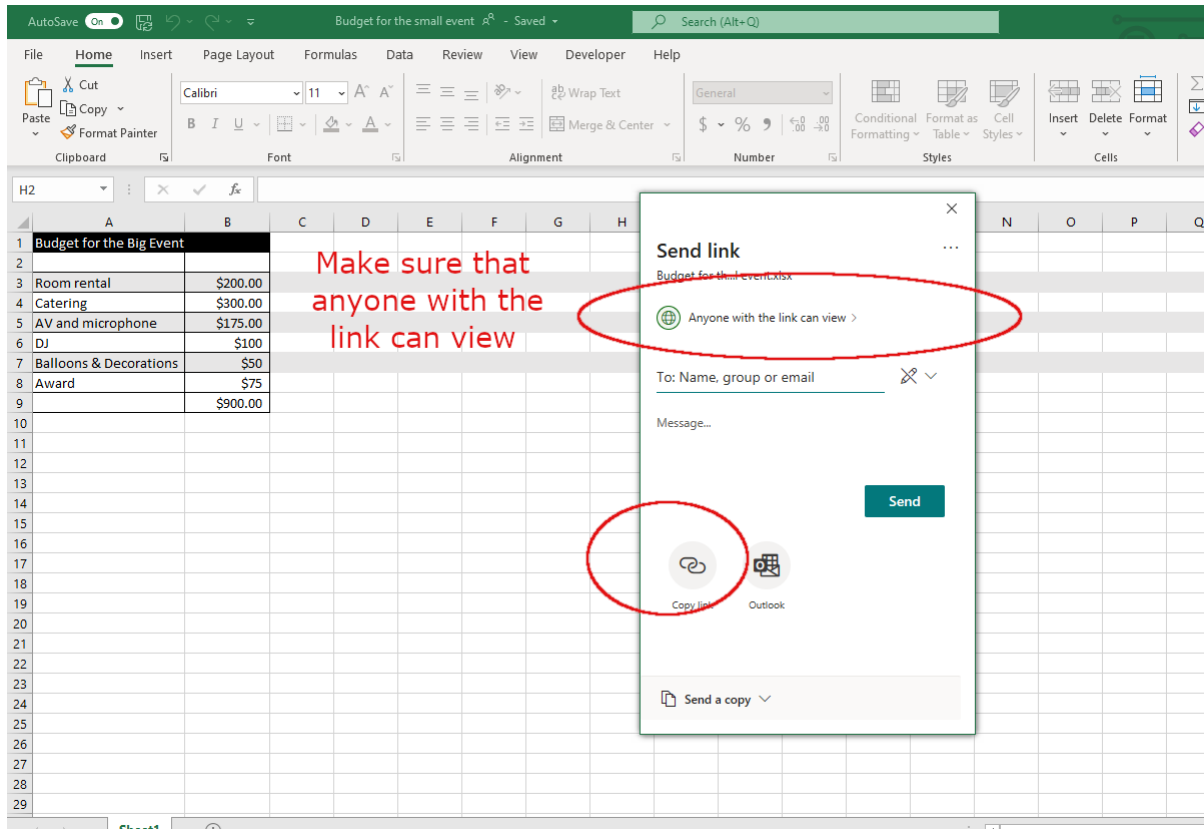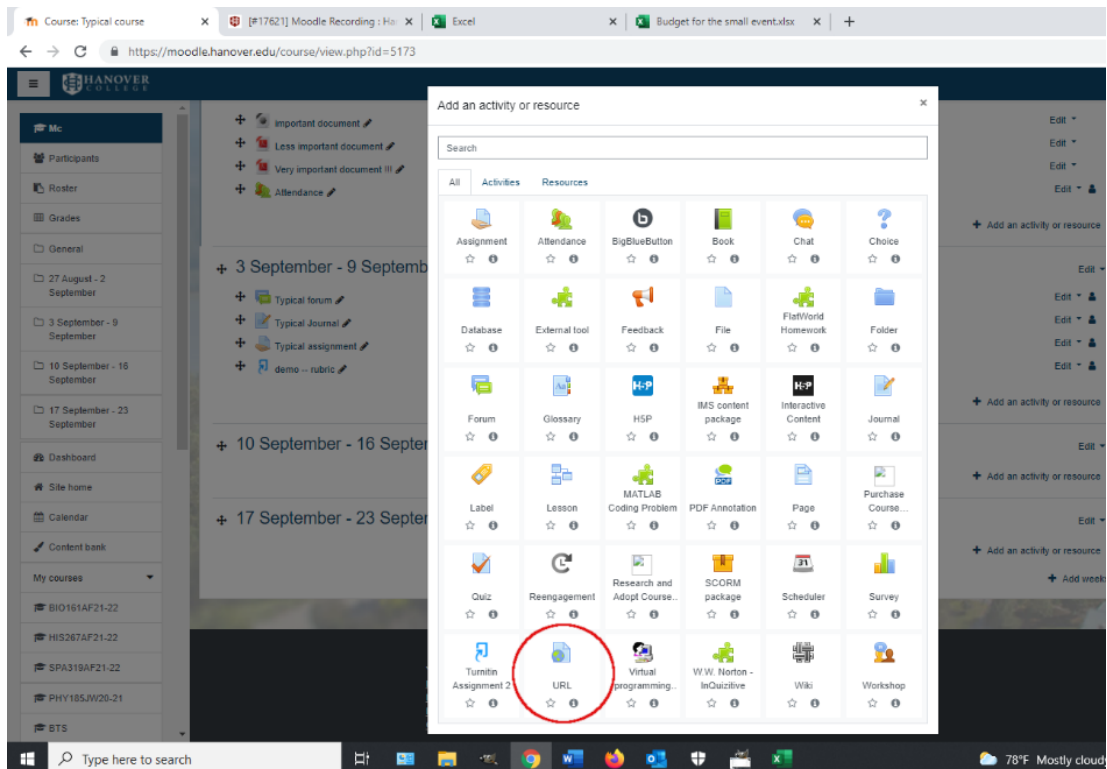

12. Another popup appears that says Link to 'Budget for …Event.xlsx: Click Copy and it will automatically copy the long URL to a clipboard.
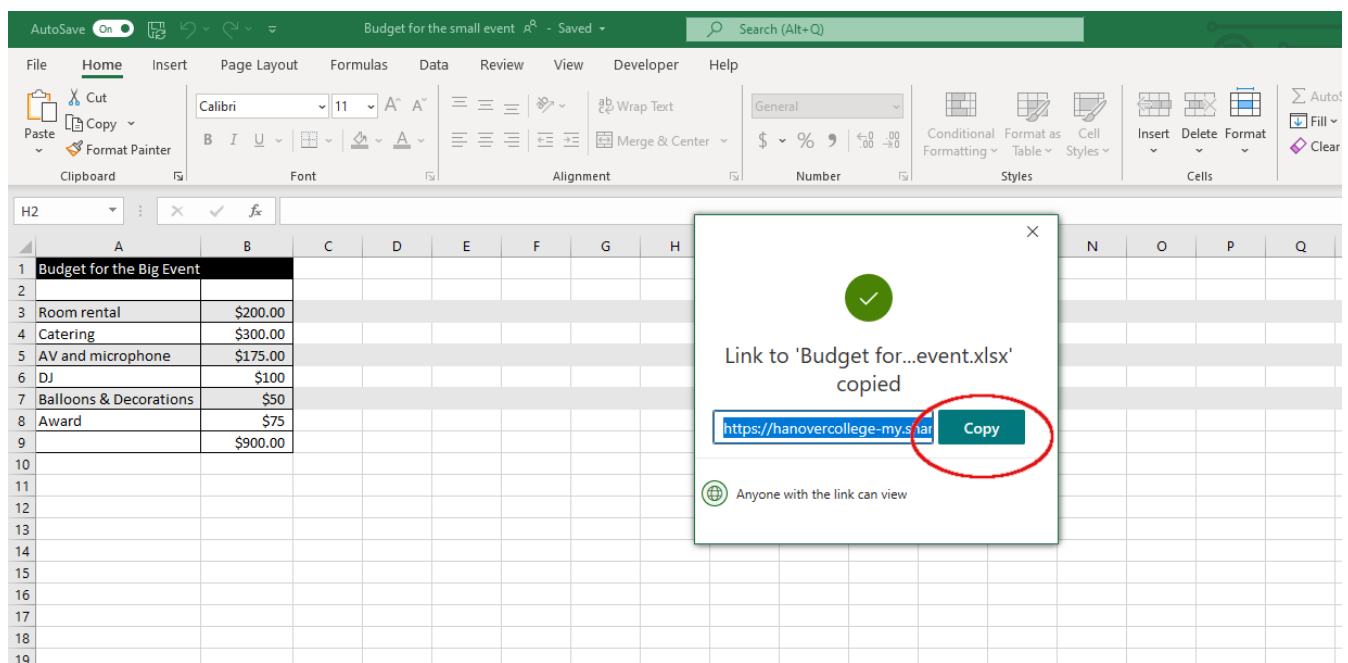
13. Now navigate to the course page and click on the link to Add a Resource or Activity.
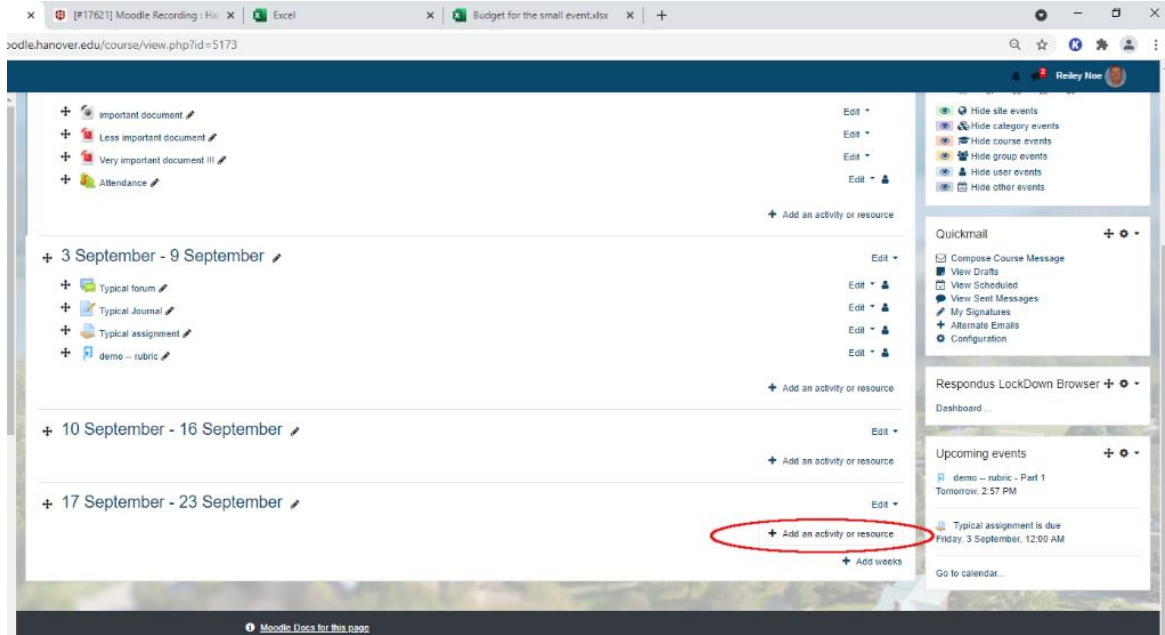
14. In the dialog box of activities and resources that appears, click on the URL resource to add the link.

15. Add a title or name for the link to the Name Section. Paste in the sheet's URL from the clipboard to the External URL field. You can add a description if you'd like and tick the box if you want it to appear on the course page, or you can skip this.

16. We'll use "Budget for the Small Event" as the name of the Excel sheet. Next, scroll down and click one of the Save buttons at the bottom of the screen.

17. The link for the Excel sheet appears on the page with the name you have given it "Budget for the Small Event" .

18. And here is the page. If you click on a protected cell, you will see a popup that says 'This Sheet is Protected…".