How to backup user names and passwords with Microsoft Office Excel.

- As I mentioned before in the Introduction, if you don't have Microsoft Office Excel, you have to pay for it. The other programs are free. Also I mentioned in the Introduction, I recommend you use KeePass vs. other programs, because it is easier. But, I decided to use Microsoft Excel to put all the user names and passwords that I have on KeePass for a Backup in case something happens with my computer and I have to buy a new computer and KeePass doesn't work. Most likely, KeePass will work.

- Next is the 2016 version. Each version is different.

- **This is what it looks like when you open Microsoft Office Excel in the 2016 version. You then click on Blank workbook. Next is what happens.**

- **It changes to this page. Next is what to do for User Names and Passwords.**
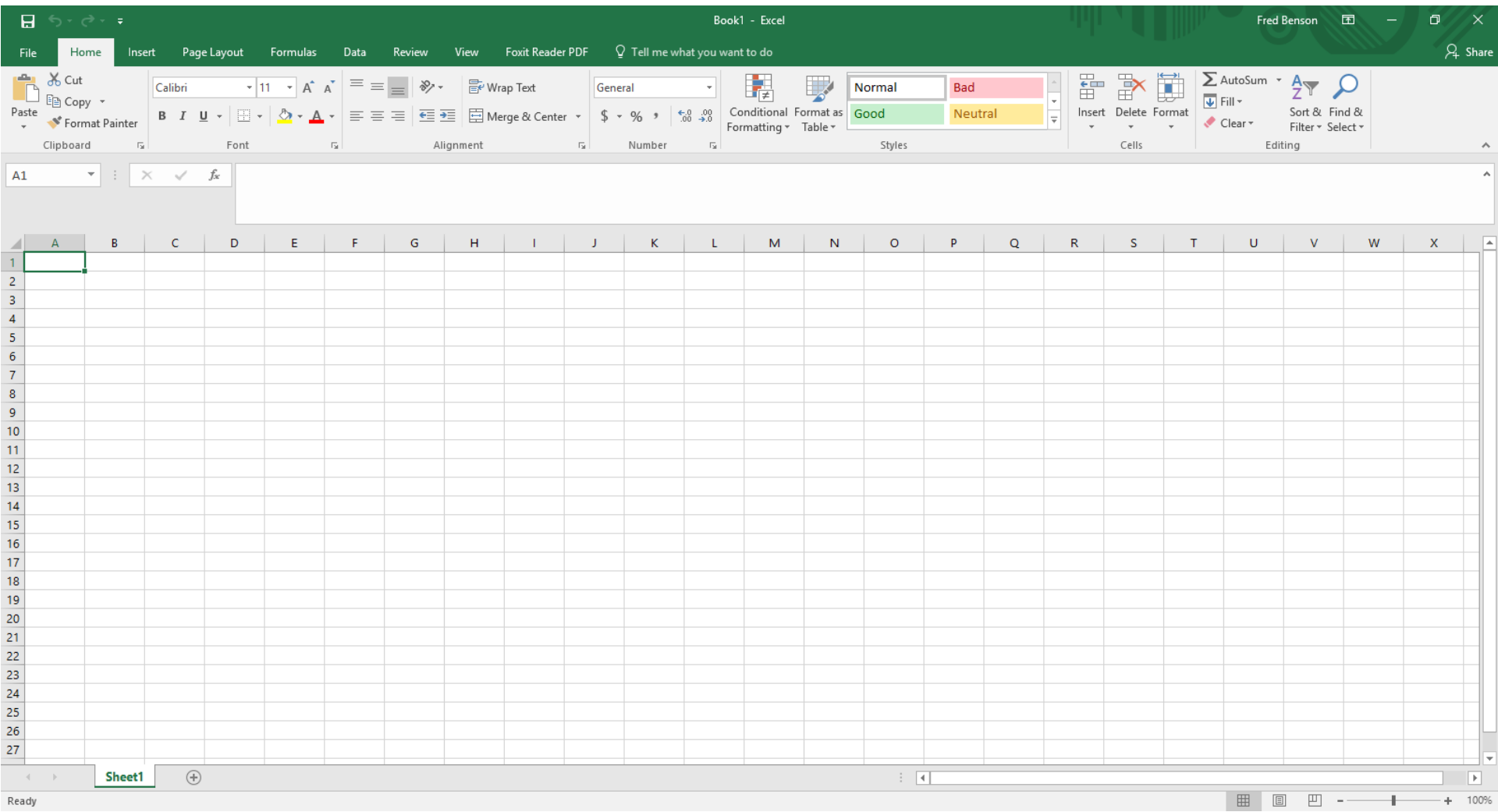
- **You first press and hold on the line next to A and drag it to the right to make it larger. Below is a sample of dragging it and you see the Width. Next is what happens with you let it go.**
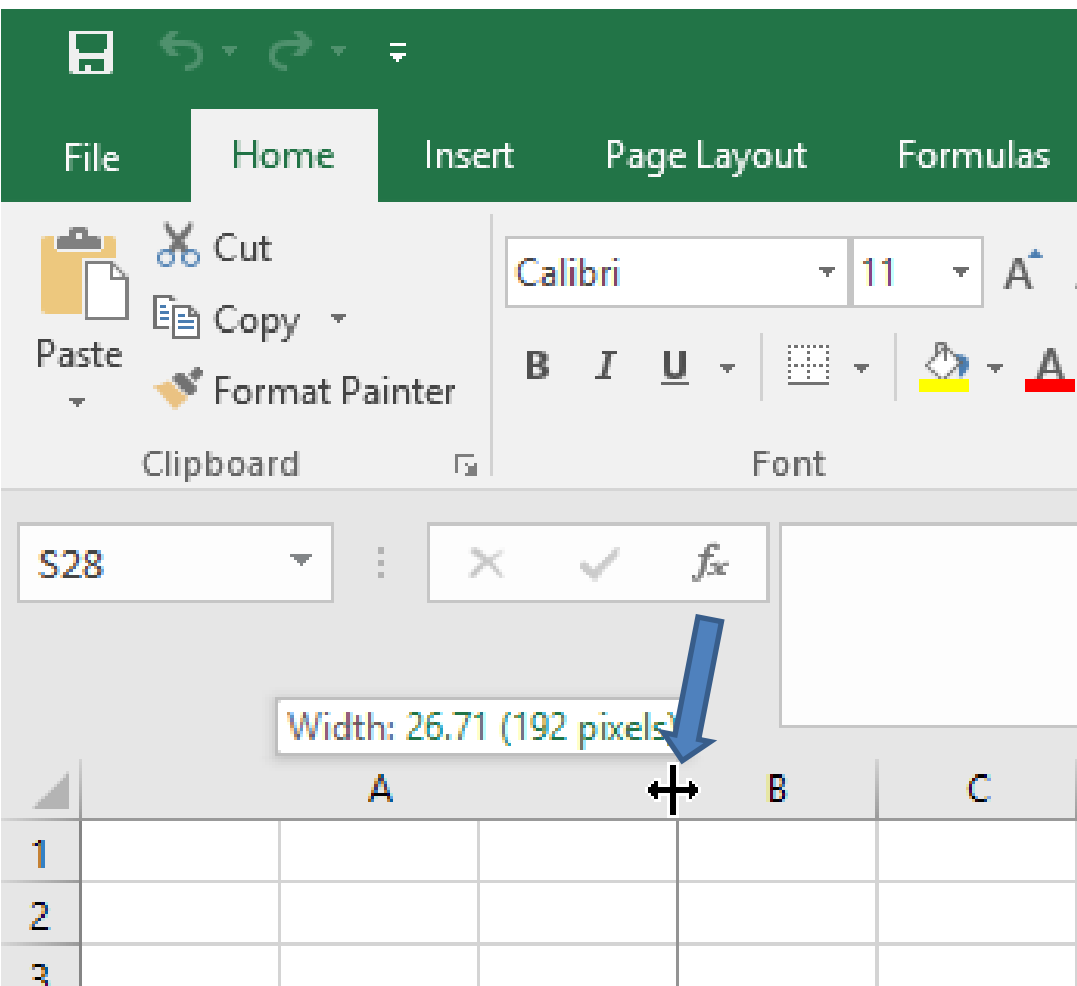
- **This is what it looks like when you let it go. You follow the same process with B row, C row, D row and the E row. You can change the width different, like I did. Once complete, type in names, like KeePass. Next is a sample.**
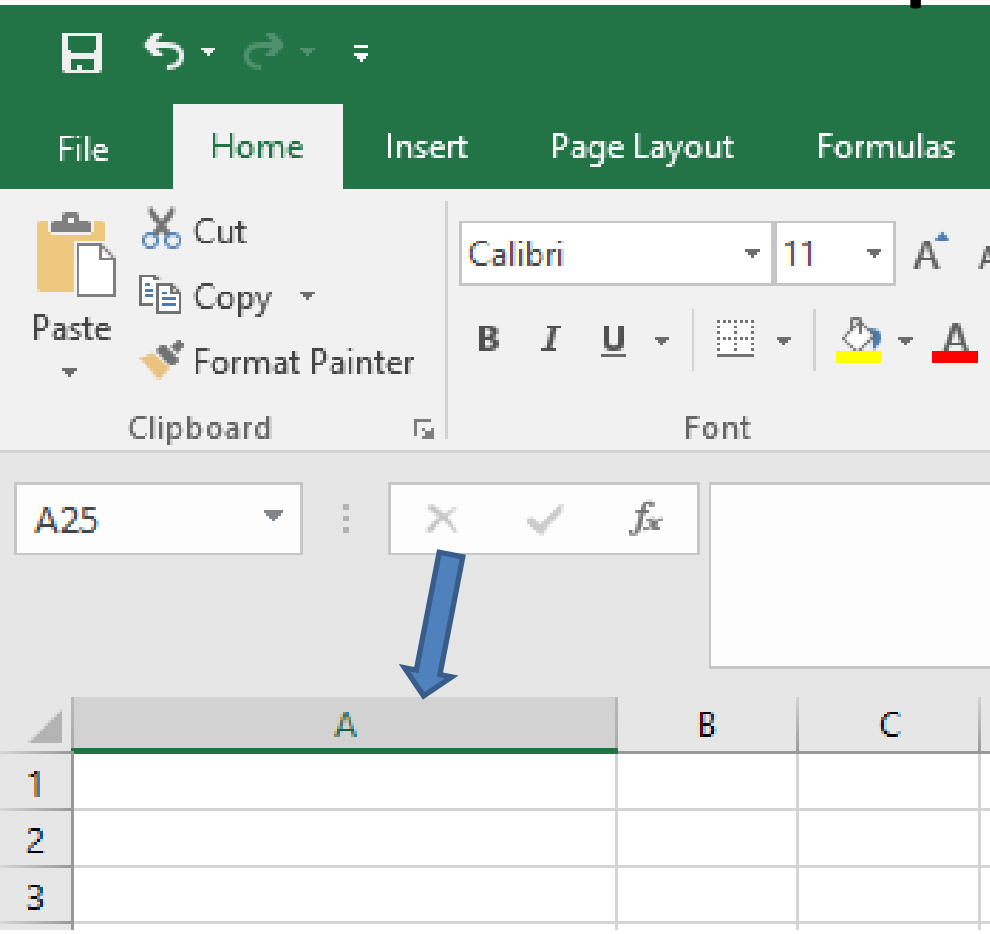
- **Here is a sample of changing the widths and typing in Title, User Name, Password, URL link and Notes.**

- **You then start to type in the Title, User Name, etc. in the second row. Next is a sample, like I showed you in KeePass.**
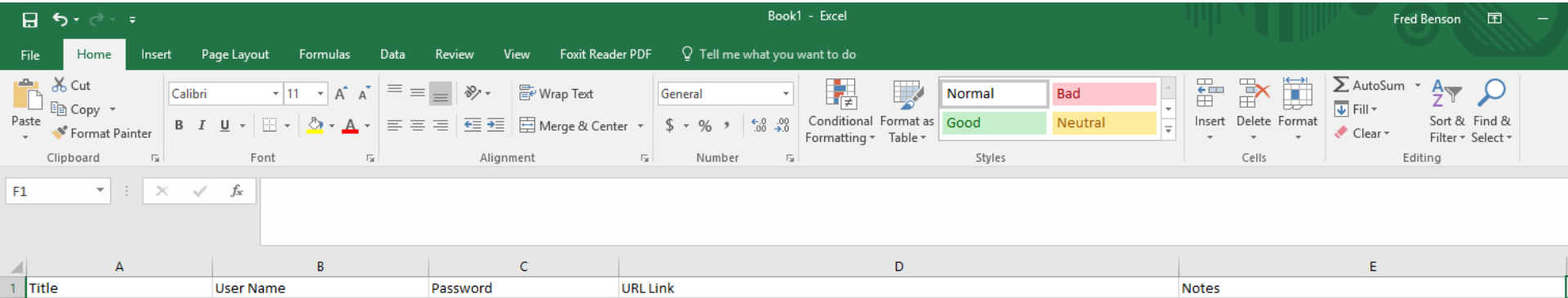
- **Here is a sample of typing in the Title, User Name and Password. Next is how to insert a URL link. You first go to your account and then copy the URL.**

- **You click on the row under the URL Link and you see it highlighted and then click on Insert next to Home and then click on Link in the middle. Next is what happens when you click on Link.**
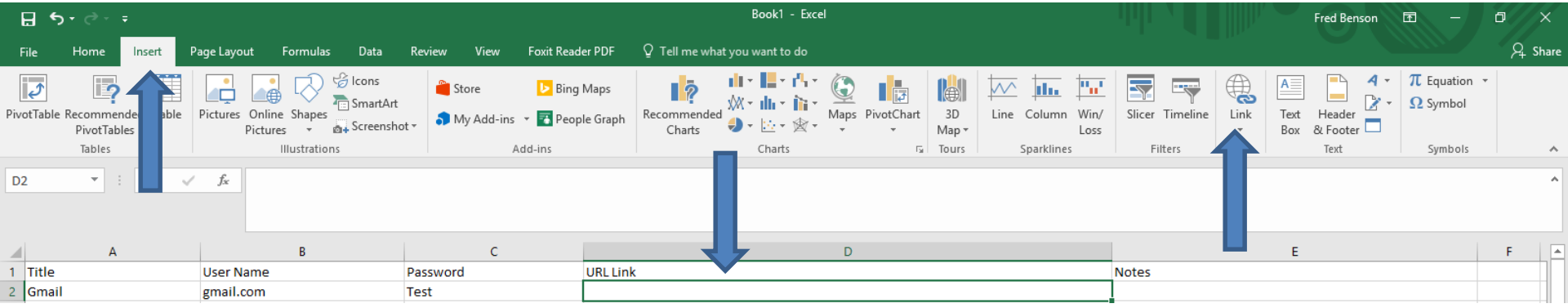
- **A new window opens and you see Address. You then Paste the URL and click on OK. Next is what happens.**
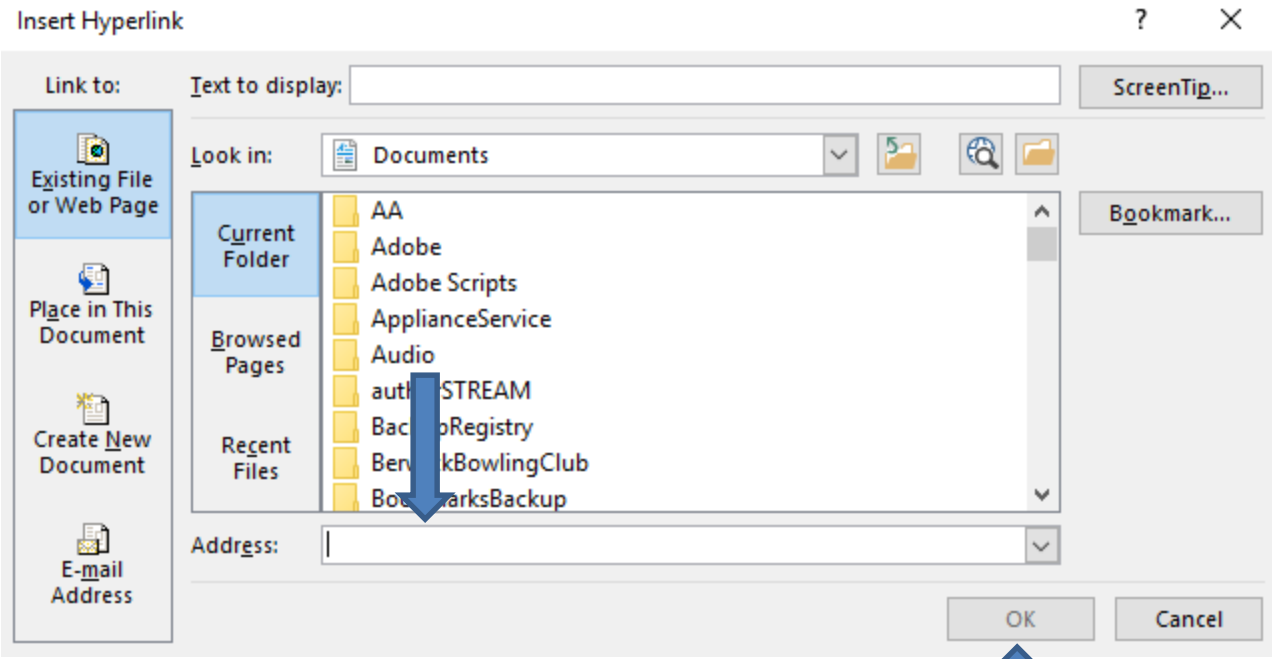
- **Window closes and you see the URL. Note – I did a different URL vs. Gmail. You can also type in Notes and follow the same process to type in other ones you have. If you do a lot of them, you may want to add other sheets. Next is about sheets.**

- **At the bottom of left, you see Sheet 1. You can change the name and add other sheets. Next is how to change the name.**

25			
26			
27			

Sheet1 (+)

Ready
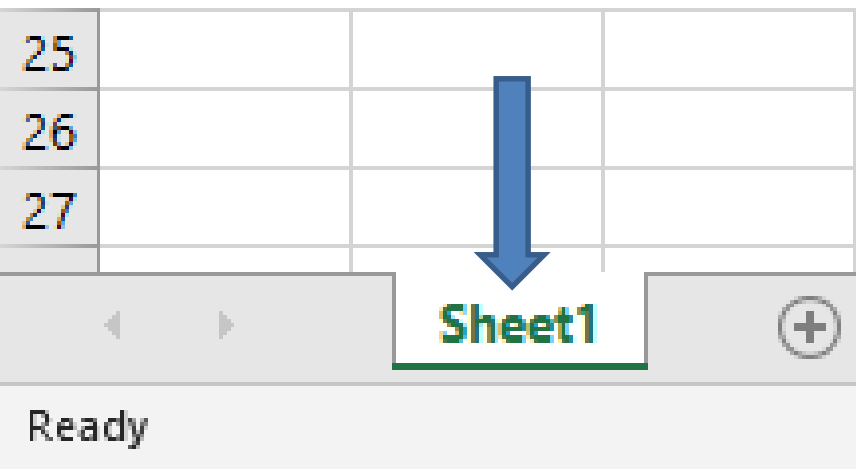
- **You right click on Sheet 1 and you see a list and then click on Rename and next is what happens.**

16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	

Insert...

Delete

Rename ⬅

Move or Copy...

View Code

Protect Sheet...

Tab Color ▸

Hide

Unhide...

Select All Sheets

Sheet1 ⊕

Ready
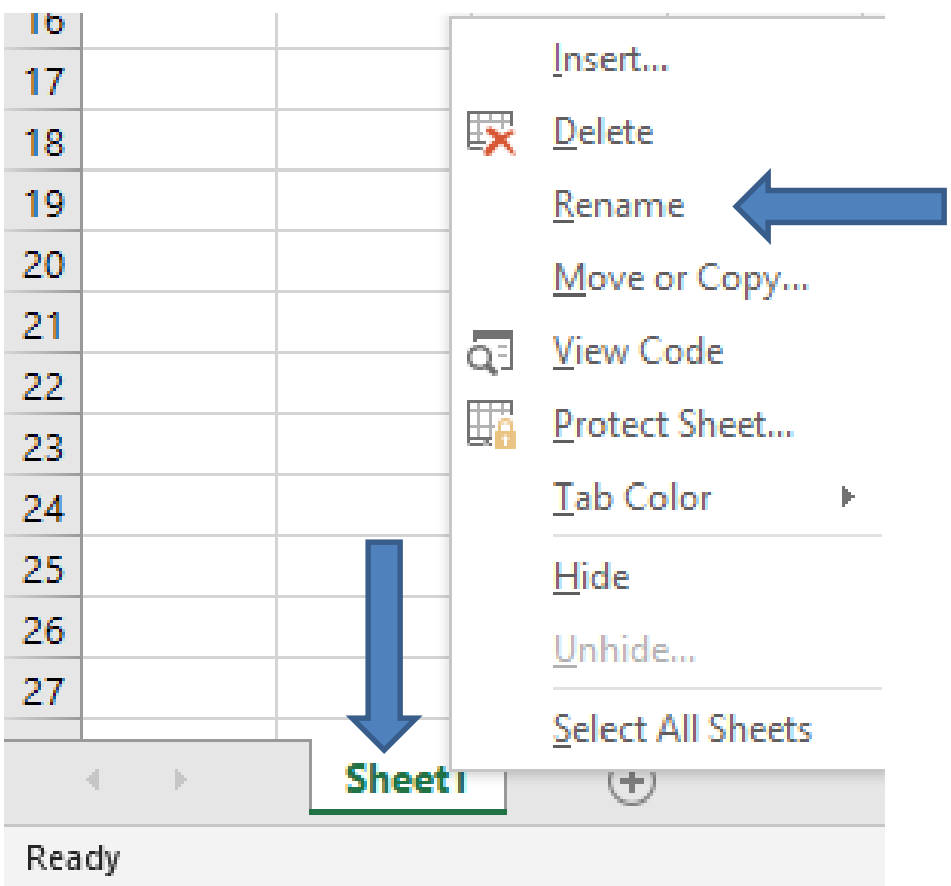
- **The list closes and you see the Sheet1 highlighted and type in the new name and next is a sample.**

25		
26		
27		

Sheet1

Ready
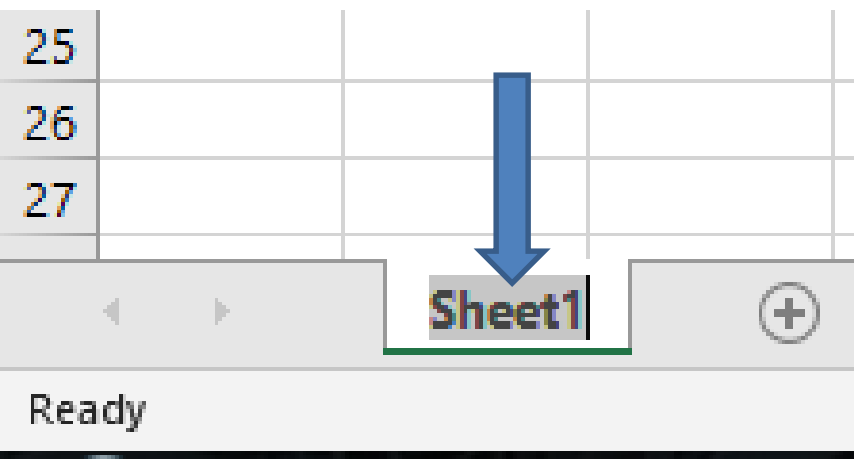
- **Here is a sample. To add another Sheet, you click on the Icon ⊕ right of it and next is what happens.**

25			
26			
27			

AB ⊕

Ready
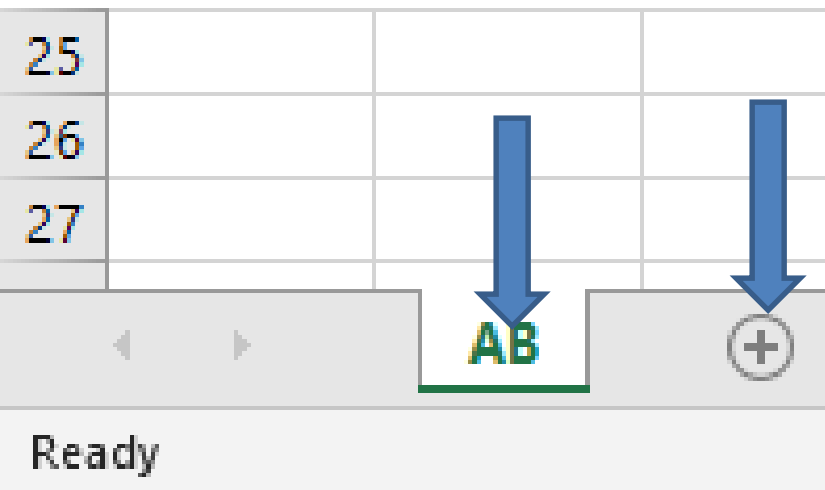
- **When you click on the Icon ⊕ it shows Sheet2. You follow the same process to change the name and also add other Sheets. Next is a sample of adding more Sheets with different names. The reason I do that is I add the same from my KeePass for a Backup in case KeePass is not available on a new Computer.**

25			
26			
27			

◁ ▷ | AB **Sheet2** ⊕

Ready
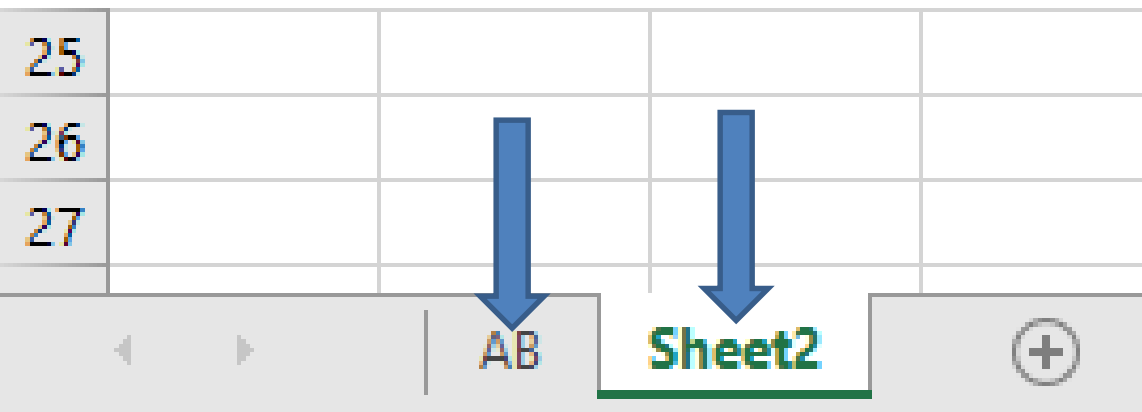
- **Here is a sample of adding more Sheets with different names. Next is how to save it with a password.**

AB	C	DEFG	HIJ	KLMN	RS	TUV	OPQ	WY

Ready

- **Once complete, you save it with a Password Protected. You first click on File in the upper left and next is what happens.**
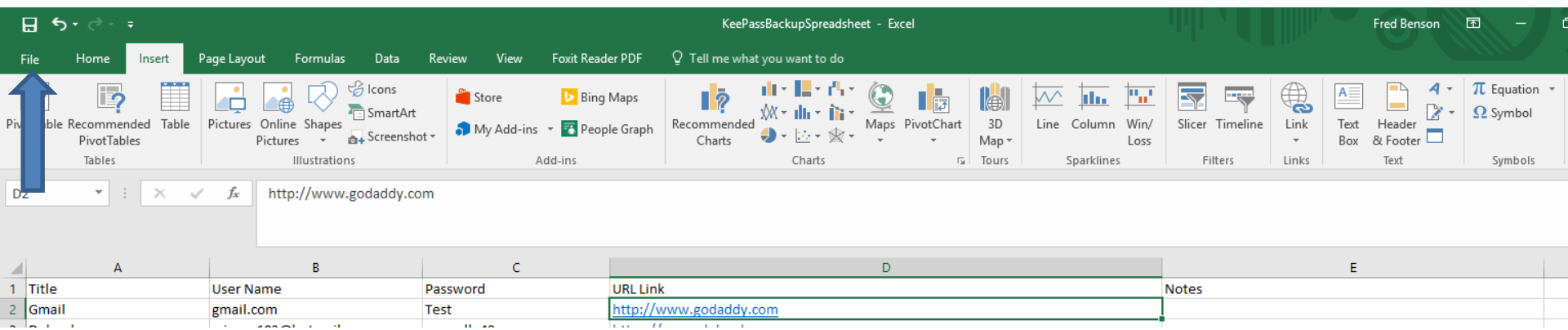
- **Page changes and you see Protect Workbook and click on it and you see a list and click on Encrypt Password. Next is what happens.**
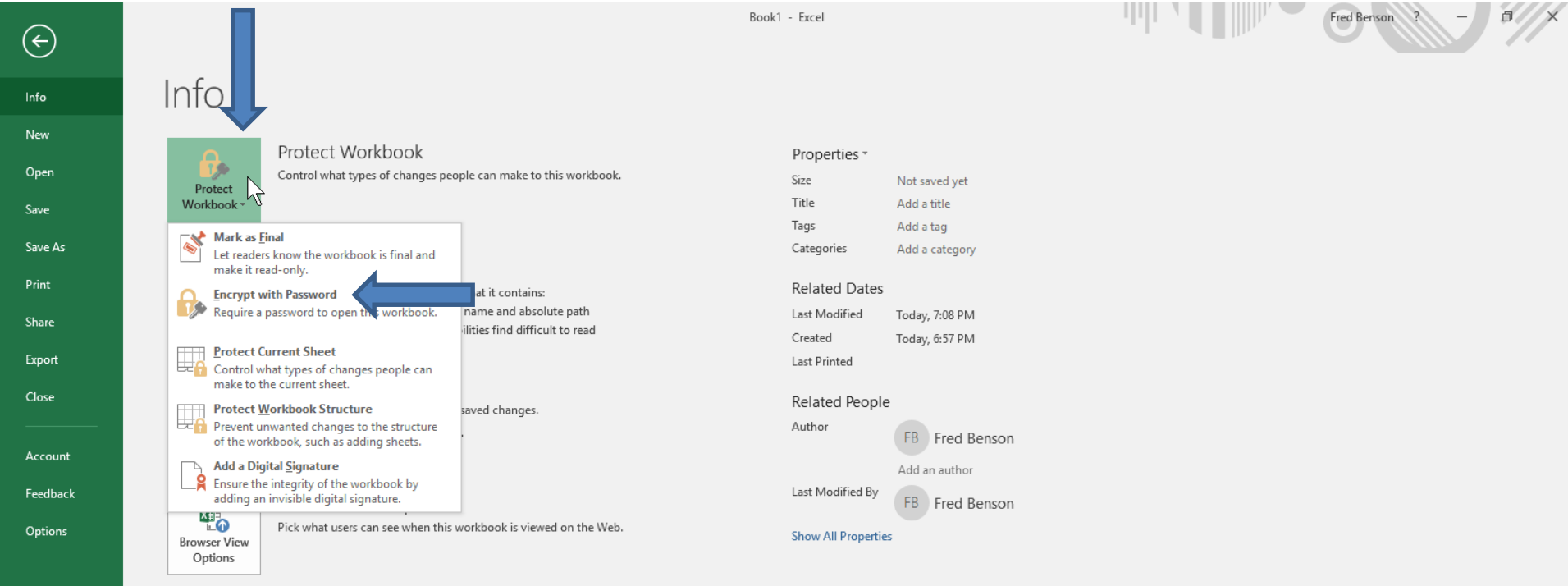
- **The list closes and a new window opens and you type in Password and click on OK. As I mentioned in KeePass you have to remember it or write it down and put it safety deposit. Next is what happens when you click on OK.**
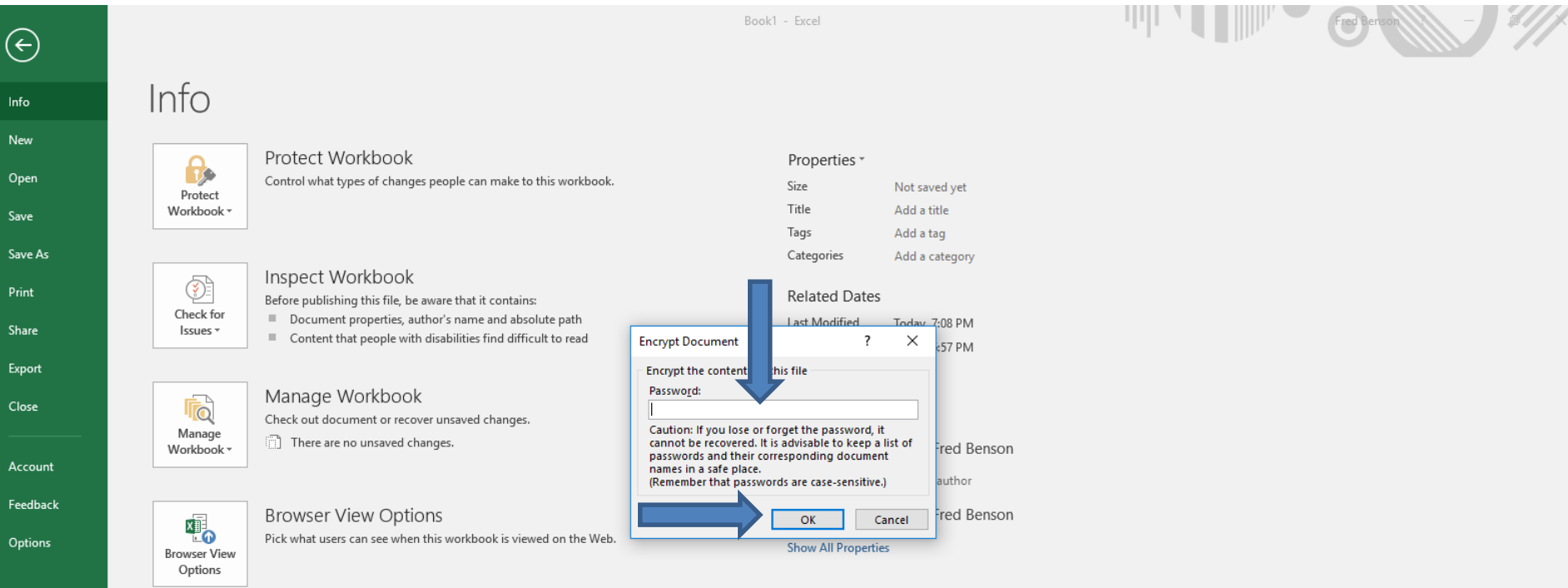
- **The window changes and asks you to Reenter password. Type it in again and click on OK. Next is what happens when you click on OK.**
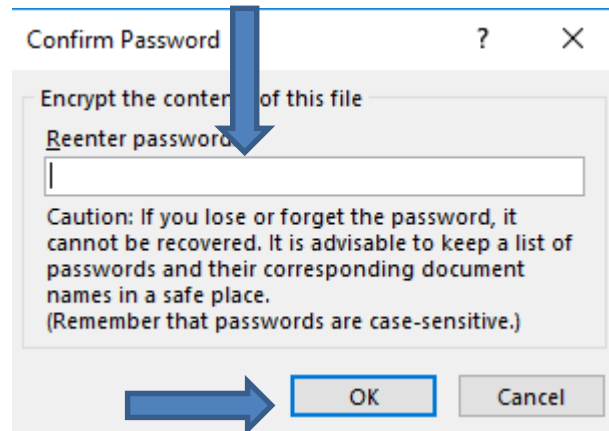
- **Window closes and you see Protect Workbook. You then click on X in the upper right. Next is what happens when you click on X.**

Book1 - Excel

Fred Benson

Info

Info

Protect Workbook
A password is required to open this workbook.

Protect Workbook

Inspect Workbook
Before publishing this file, be aware that it contains:
- Document properties, author's name and absolute path
- Content that people with disabilities find difficult to read

Check for Issues

Manage Workbook
Check out document or recover unsaved changes.
- There are no unsaved changes.

Manage Workbook

Browser View Options
Pick what users can see when this workbook is viewed on the Web.
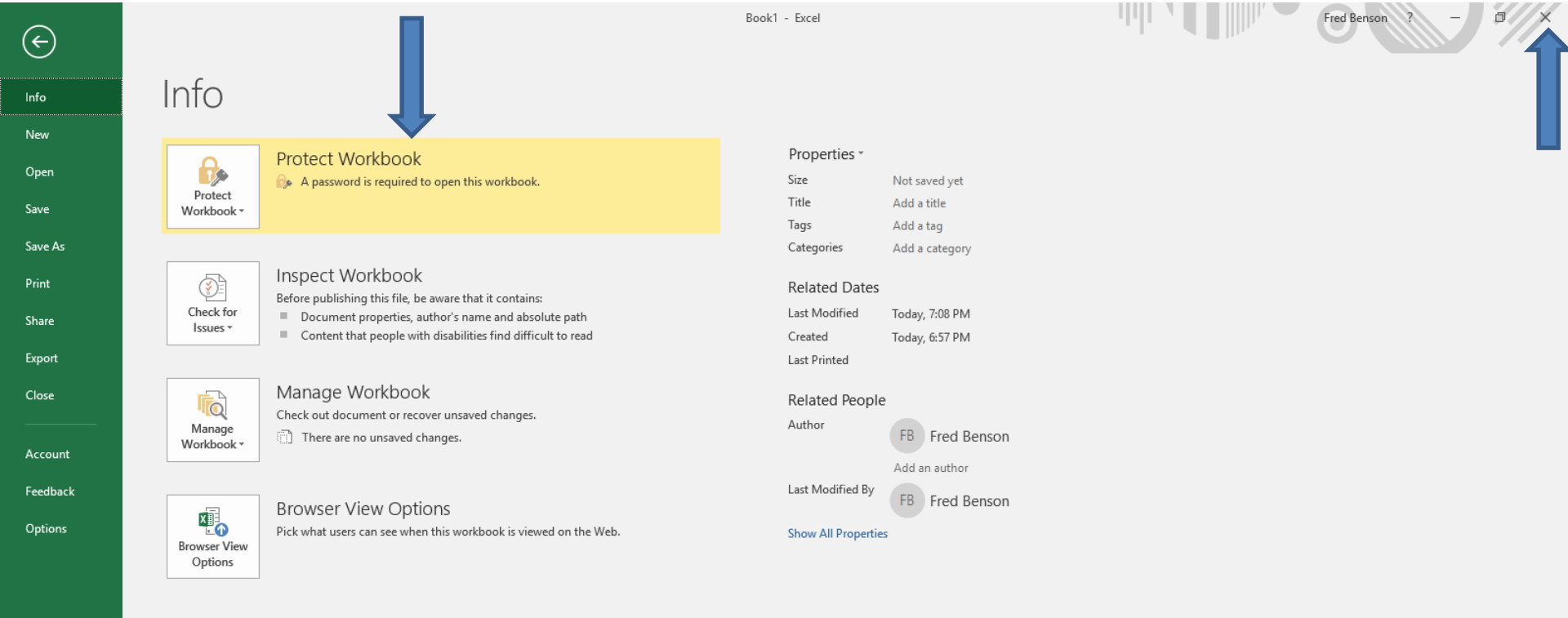
Browser View Options

New

Open

Save

Save As

Print

Share

Export

Close

Account

Feedback

Options

Properties
Size   Not saved yet
Title   Add a title
Tags   Add a tag
Categories   Add a category

Related Dates
Last Modified   Today, 7:08 PM
Created   Today, 6:57 PM
Last Printed

Related People
Author   FB Fred Benson
                Add an author
Last Modified By FB Fred Benson

Show All Properties

- **It goes back to the spreadsheet and a new window opens and click on Save. Next is what happens when you click on Save.**
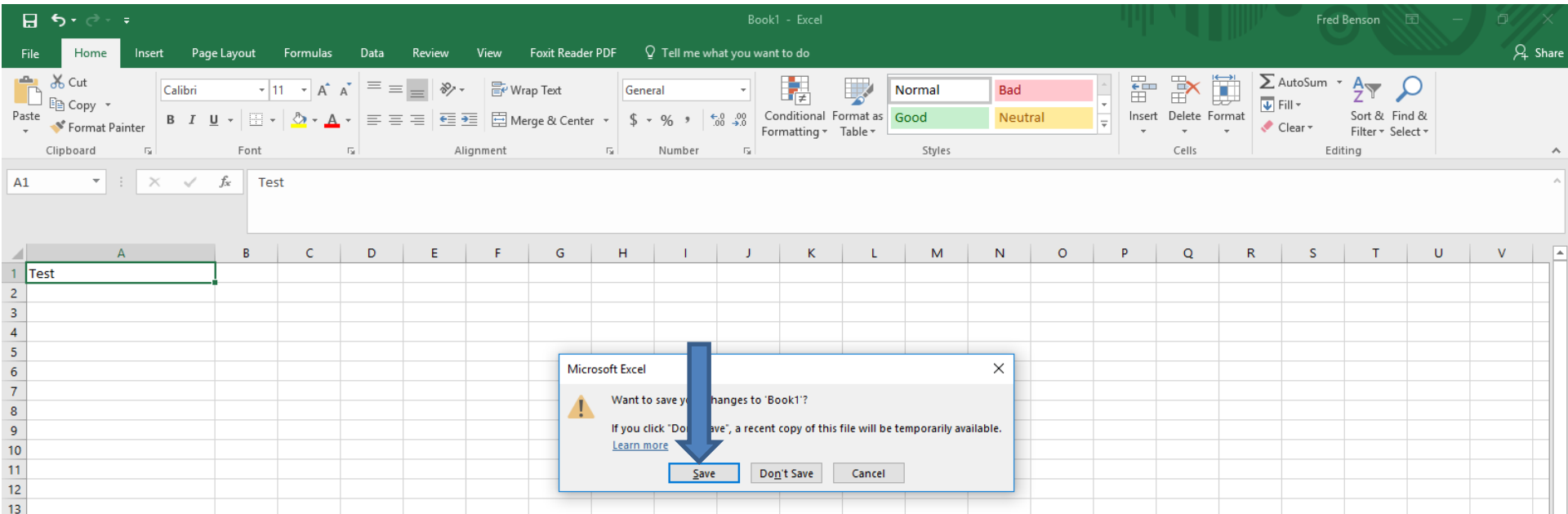
- **A new window opens like File Explorer. You can change the File name and find a folder or add a New folder. Once complete, click on Save and next is what happens.**
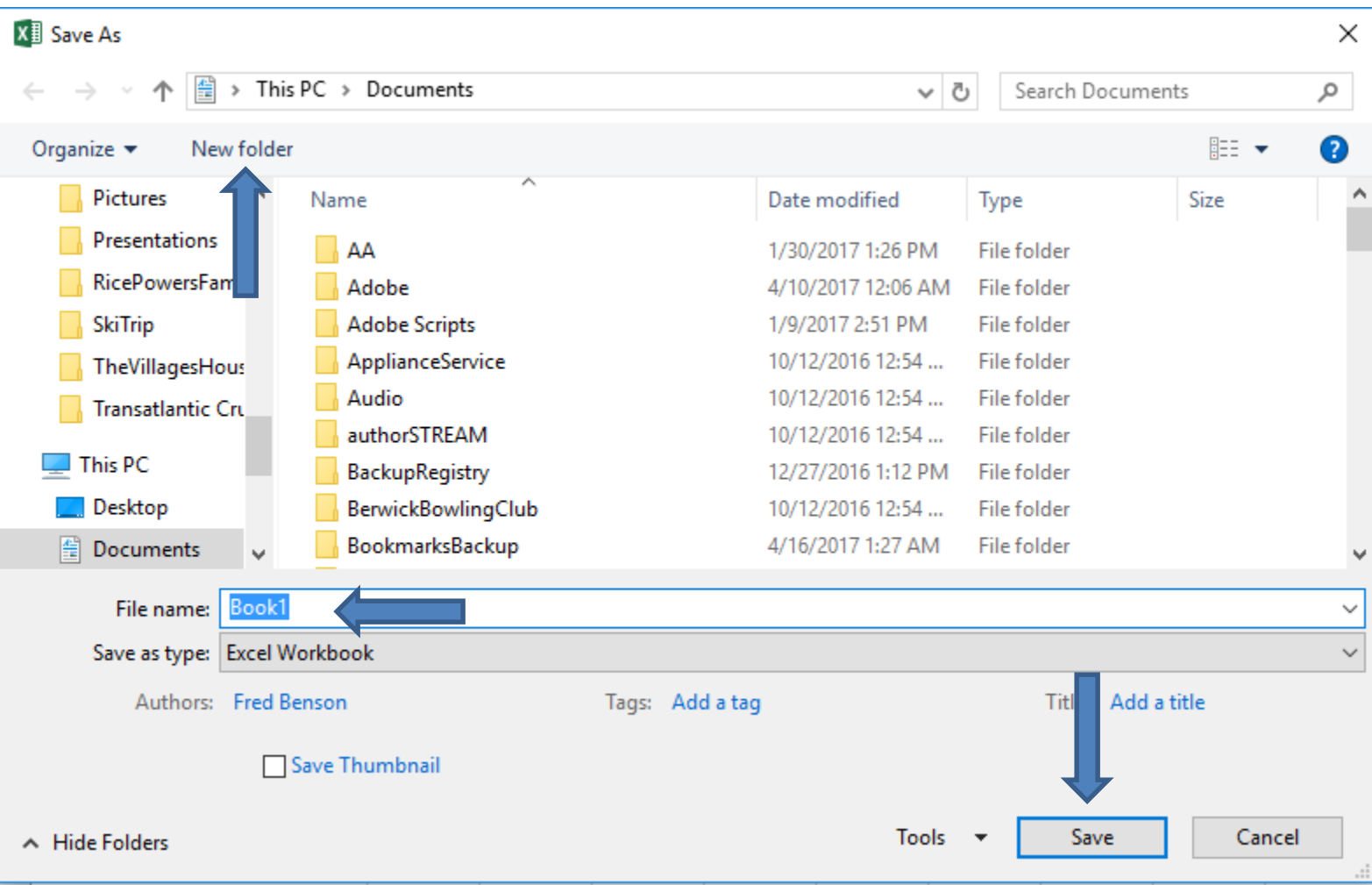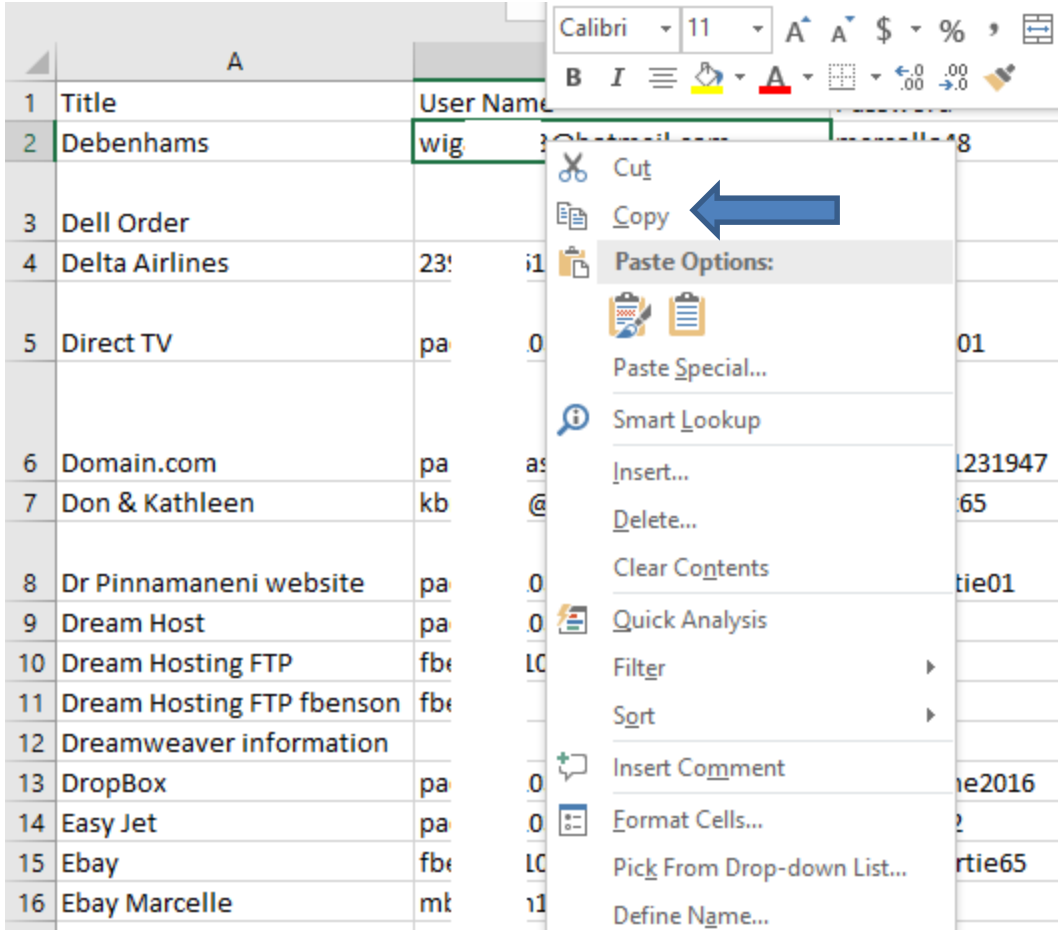
- **When you click on Save the window closes and Excel closes. When you open the one you saved, a new window opens and you have to type in the password and click on OK to open it. You then follow the same process to add other User Names and Passwords or make changes. Next is a sample of making changes and how to copy & paste.**
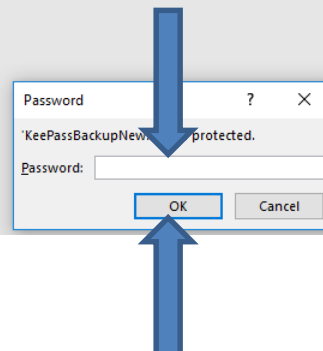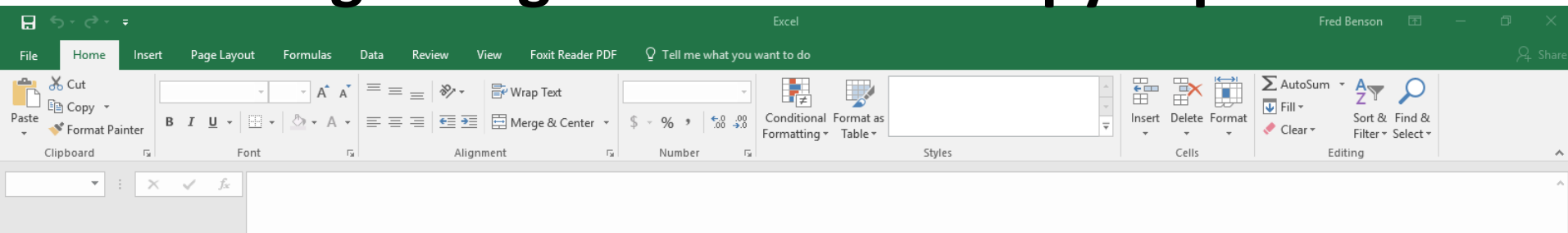
- **Here is a sample of other ones that I added from KeePass and I blocked them, so you can see them. You right click on a User Name and click on Copy and follow same process with Password. Next is about Paste them.**
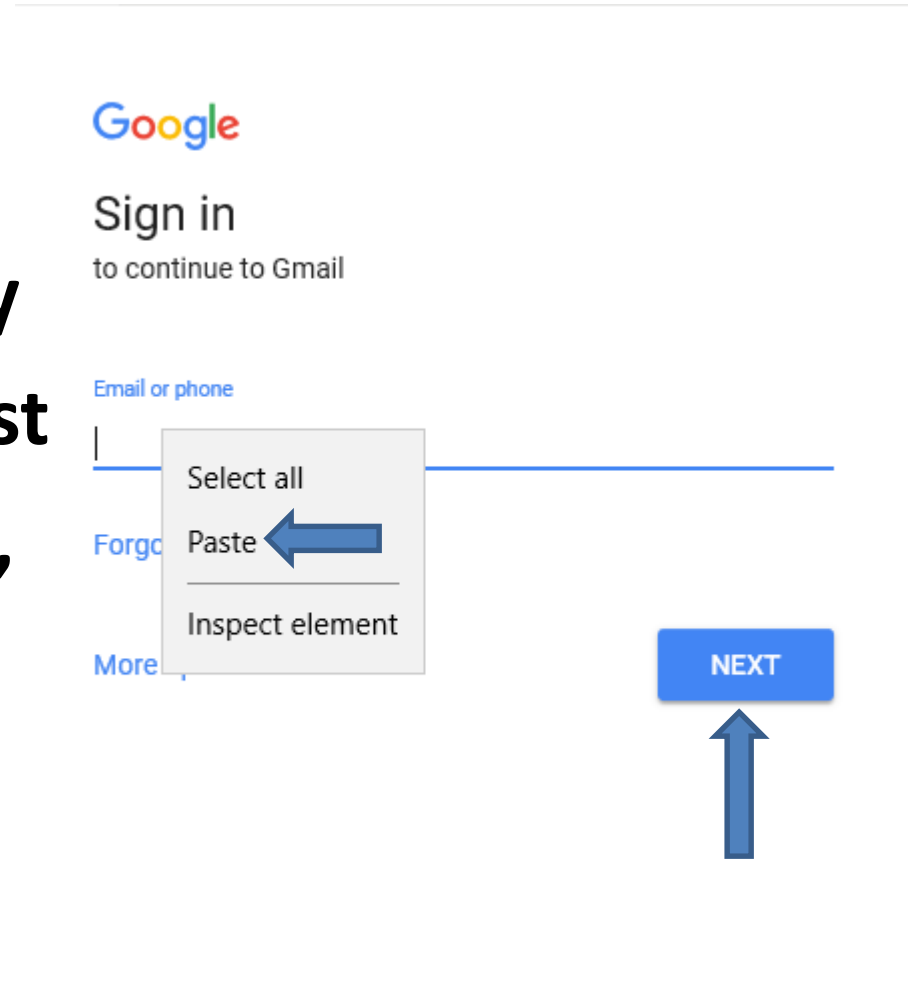
- **Here is a sample of Gmail. You right click on Email and click on Paste and it works and you can do the same with Password. Or, you can press and hold the Ctrl Key and click on the V Key to Paste. Once complete, click on Next.**

- **Next is what happens.**

Note – sometimes it already

shows the Email and you just

have to Paste the password,

which is next.

Google

Sign in
to continue to Gmail

Email or phone

|
Select all
Forgo   Paste
Inspect element
More

NEXT

- **You see your email. I blocked it so you can see mine. You go back to Excel and copy the password and then go back to Gmail and right click on Enter and click on Paste. Or you can press and hold the Ctrl Key and click on the V Key to Paste.**

- **Once complete, click on Next and it opens your email account.**

- **This is the End of Excel.**

Google

Hi Frederick

F   pi   ʝmail.com

Enter your password

Select all
Paste
Inspect element

Forgot passv

NEXT