

# **How to backup user names and passwords with Kingsoft Spreadsheet.**

- As 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.**
- If I don't pay for Microsoft anymore, I can open the file with Kingsoft.**
- Next is how to download Kingsoft.**

- **You open your Browser and type in [kingsoftstore.com](http://kingsoftstore.com) and click on the Enter Key.**
- **Next is what it looks like.**

- This is a sample of the website. You then click on Download Now. Next is what happens.

www.kingsoftstore.com/index

Choose region

Provides friendly Word processing, Spreadsheets & Presentation software.

Home Products Downloads Partner Support Forum

2016 Latest

# WPS Office

Efficient Office Suite that lightens your workload  
Run in Windows 10/8/8.1/7/Vista/XP

[Download Now](#) [Learn more](#)

**WPS Writer**  
A versatile word processor inside WPS Office Software. With Writer, you can adjust paragraphs within seconds and insert table easily just by dragging it.

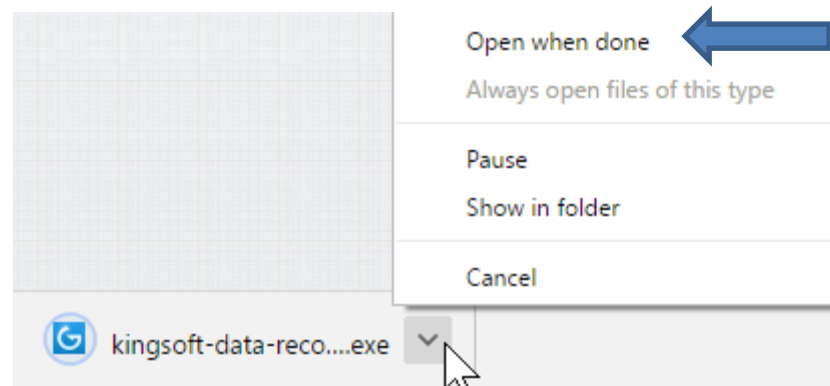
**Data Recovery**  
Kingsoft Data Recovery Master helps you recover lost photos, documents and data from your computer, USB drive and recycle bin.

**Spreadsheets**  
A flexible and powerful spreadsheet application. Helps you fulfill both personal data analysis needs, and those more professional data processing tasks.

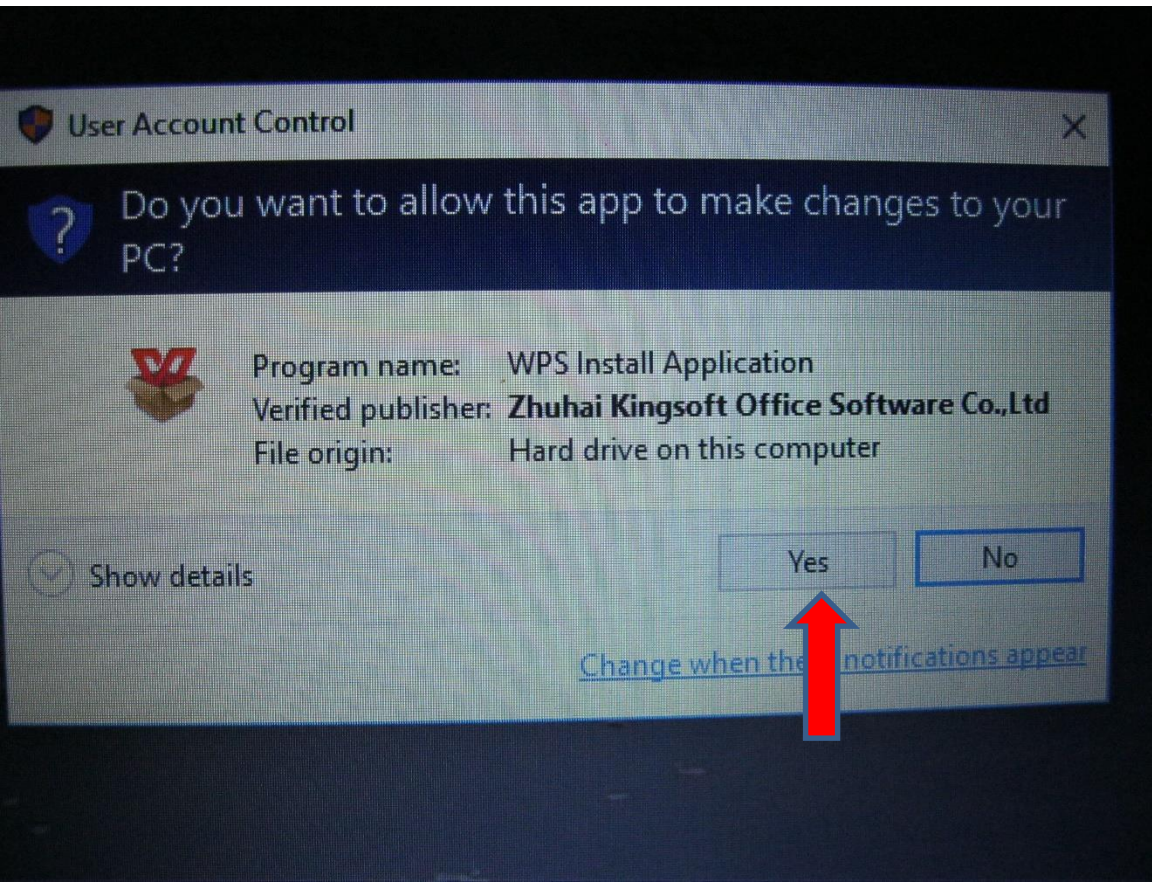
**WPS Mobile Office**  
Efficient mobile office solution on android and iOS platform. Help you handle Word, Excel and Presentation files on the road. Sharing made easy with Emu cloud storage.

PDF to Word in WPS Office 2016    Kingsoft Data Recovery Master    Why not office on your smart phone ?

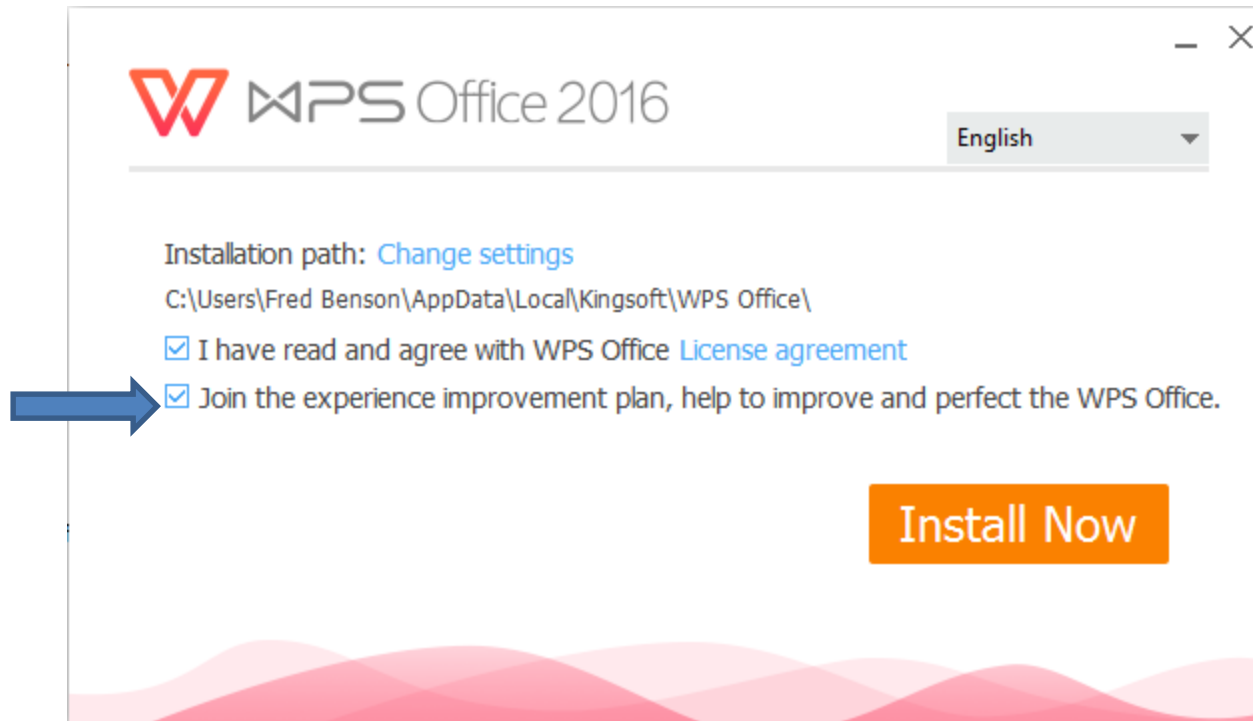
- **What happens depends on your Browser. It is the same process that I showed you in KeePass. Below is a sample with Google Chrome, like I showed you before, but in shows Open when done, because it was in process. Once it is complete, click on Open or Run, if it is a different Browser, follow the same process I showed you in KeePass. Next is what happens.**



- A new window that is similar to the one in KeePass and you click on Yes.
- Next is what happens.



- **The window closes and a new window opens. I recommend you click on the box before Join to uncheck it. Next is a sample.**



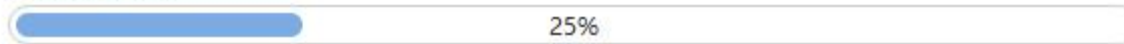
- You see it unchecked. Once it is unchecked, click on Install Now. Next is what happens.



- The window changes and you see it in process.
- Next is what happens when it is complete.

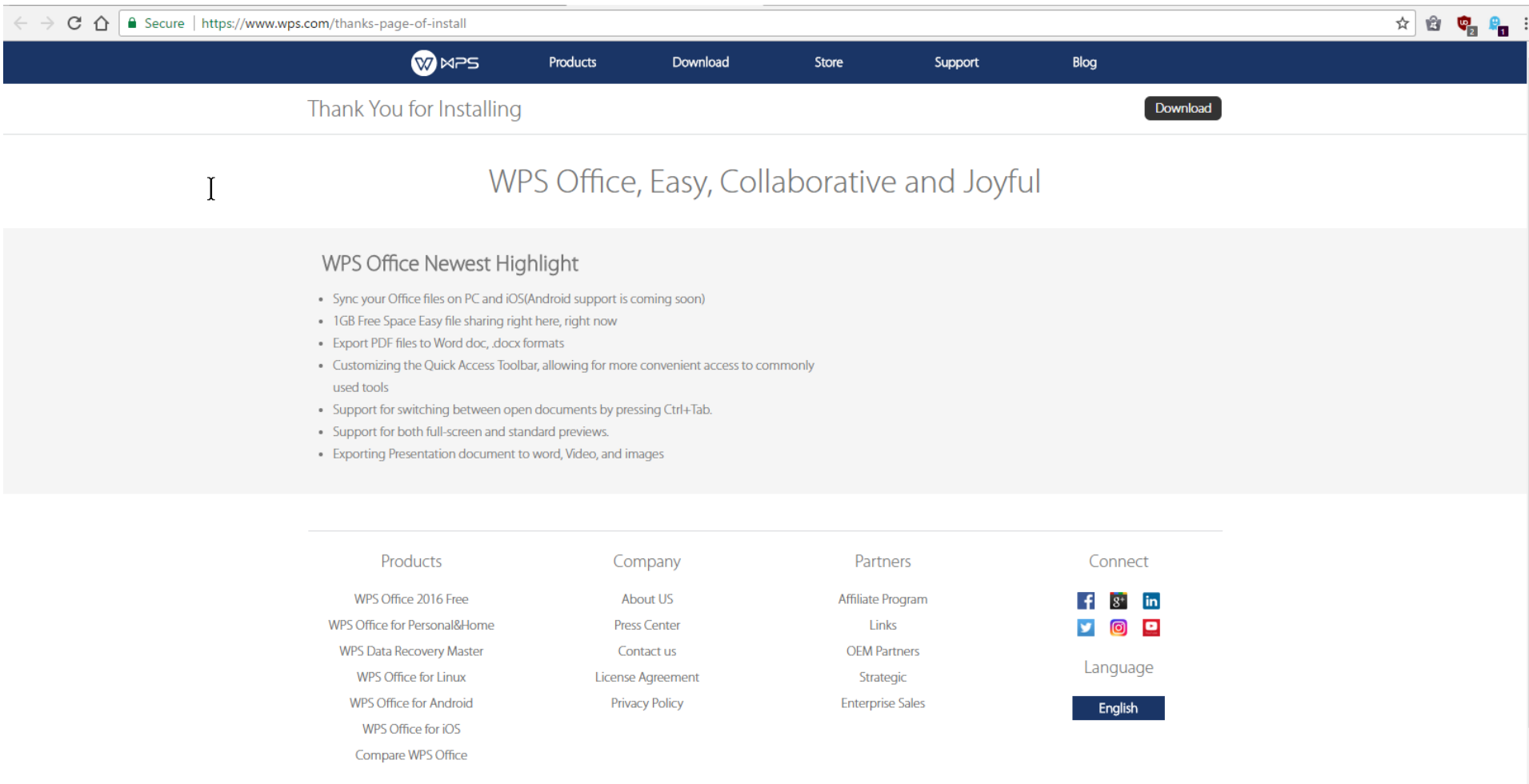


Extracting files

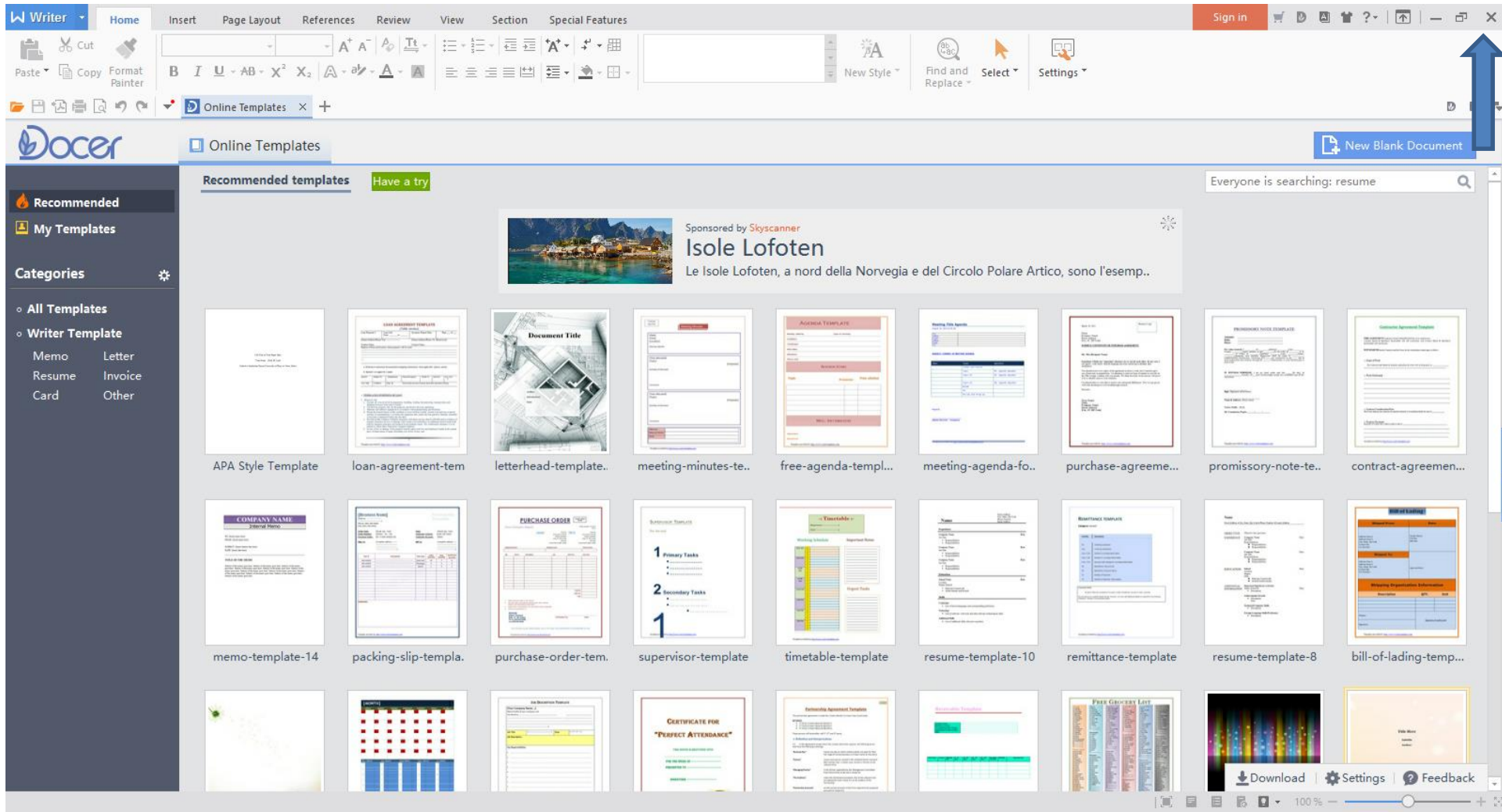




- **Once complete it opens new page in the default Browser to say Thank You for Installing and you can close that page. Next is what else opens.**



• It also opens the Kingsoft Writer. You can click on X in the upper right. Next is how to open the Kingsoft spreadsheet.

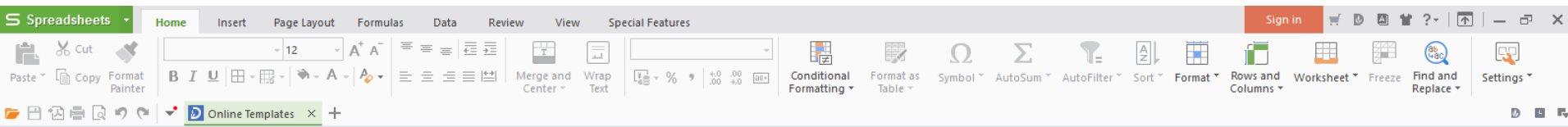


• You go to the Desktop and you see 3 Icons from Kingsoft, like WPS Presentation, WPS Spreadsheets and WPS Writer. The location depends on your Desktop. Next explains more.



- **As I mentioned before, Kingsoft is similar to Microsoft Office. WPS Presentation is the same as Microsoft PowerPoint. WPS Writer is the same as Microsoft Word. WPS Spreadsheets is the same as Microsoft Excel.**
- **As I showed you before in the other one, you can Pin anyone of them to the taskbar.**
- **To open WPS Spreadsheets in the Desktop, you double click on it.**
- **Next is what happens when you double click on it.**

- It opens and you click on New Blank Document in the upper right. Next is what happens.



Your network connection might have problems!

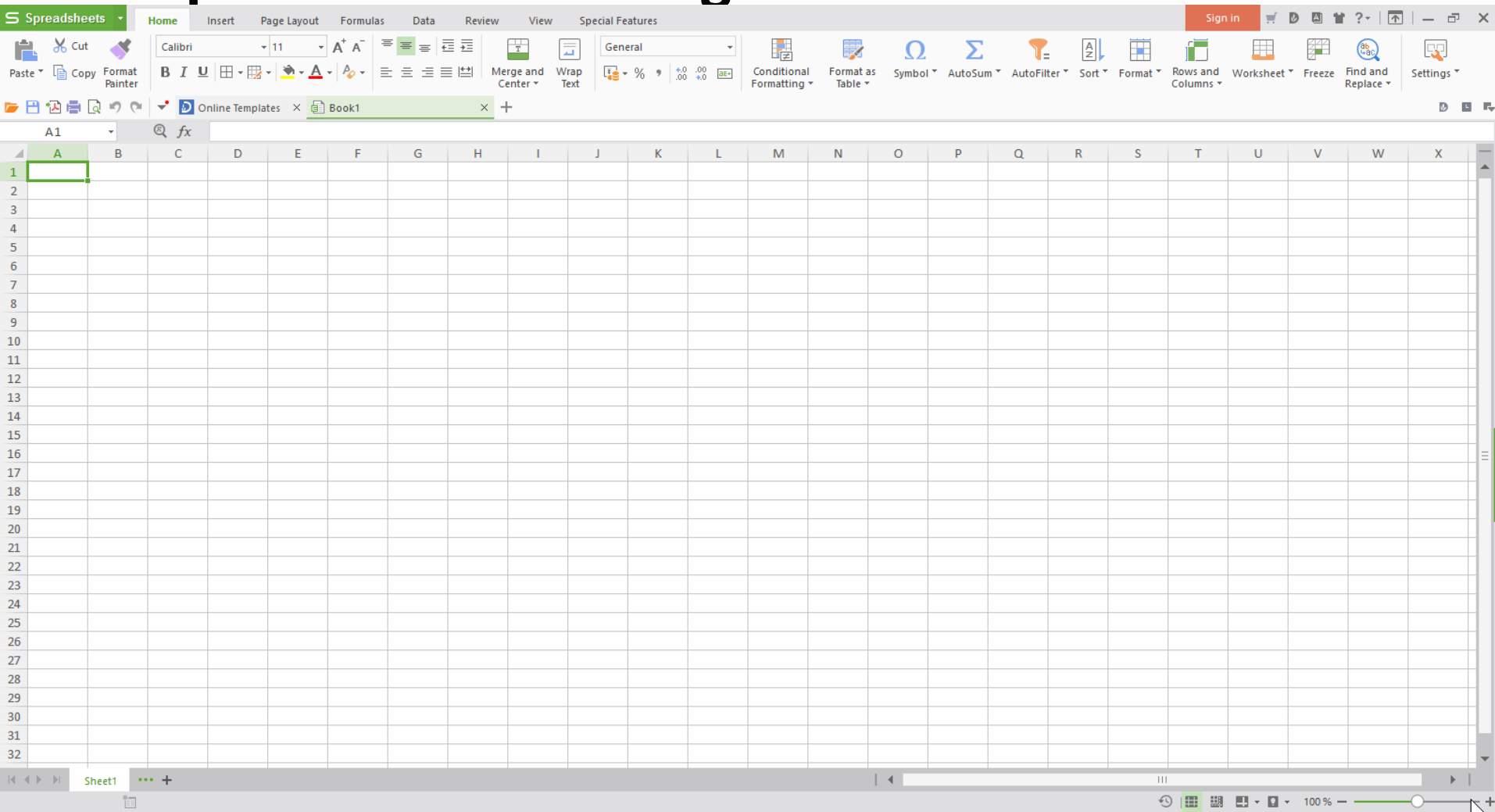
New Blank Document



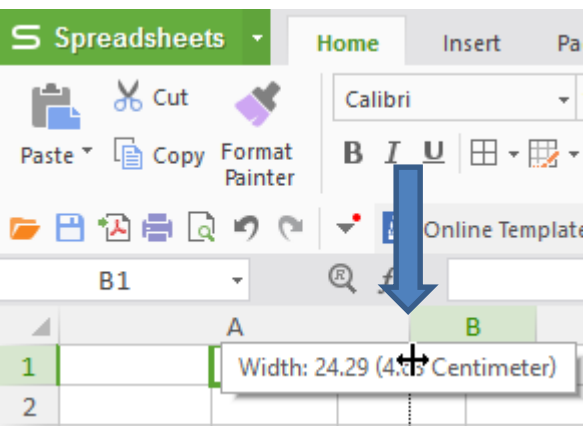
Check network connections, or Try later.  
When the network connection is available, you can visit Online Template page by clicking on the tool bar.

<b>Table Style</b> Colorful patterns help polish your tables	<b>Merge Across</b> Support merging multiple rows or columns
<b>Remove Duplicates</b> Remove duplicates to simplify your table operation	<b>Switch Tabs</b> Drag the tabs to easily switch between different sheets
<b>Auto Contraction</b> Make it convenient to check and edit a cell	<b>Share Workbook</b> Allow team members to edit the same document
<b>Reading Layout</b> Use highlight to quickly go to current cell	<b>Pivot Table</b> Support external data source
<input checked="" type="checkbox"/> Create new blank document when starting WPS Office next time	

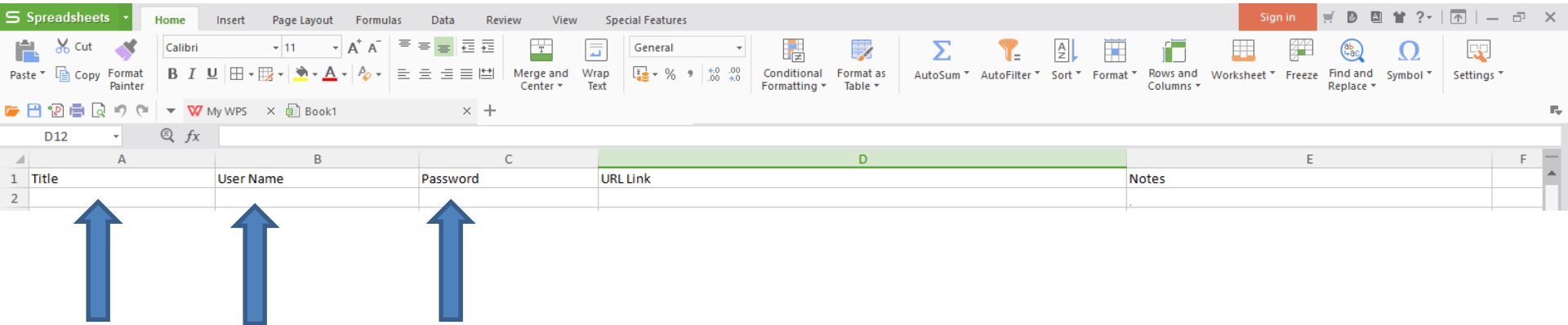
- Page changes and it is very similar to Excel. You follow the same process in Excel to change the Width of the rows and type in things. Next is a sample of how to change the Width.



- You left click on the line next to A and drag it to the right and you see the Width. Once complete, let it go and do the same with the B row, C row, D row and E row. Once complete, you type in names in the First row 1. Next is a sample of the Width and the names I typed in, that is the same as I showed in Excel.

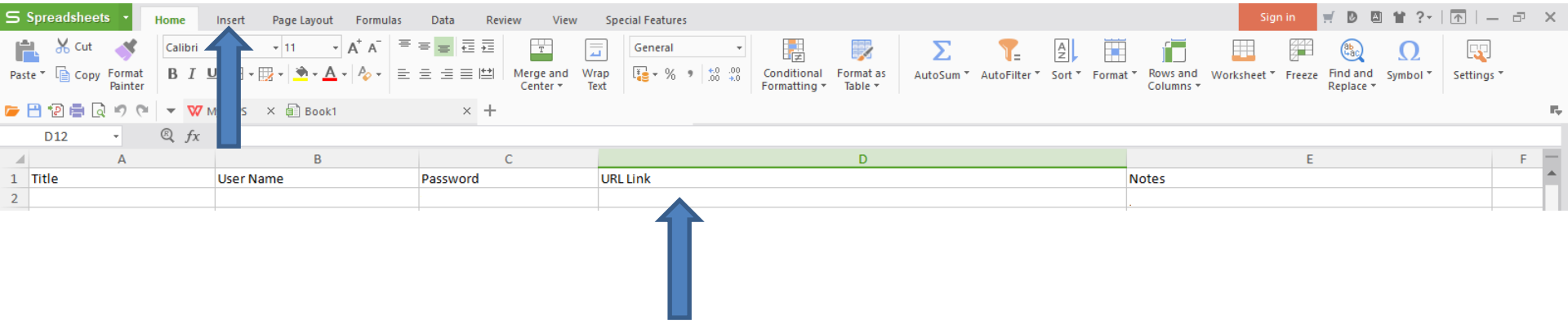


- Here is a sample. You then type in the name of the Title, User Name, and Password in row 2 as I showed in Excel. I did not do it yet. Next is about the URL Link.

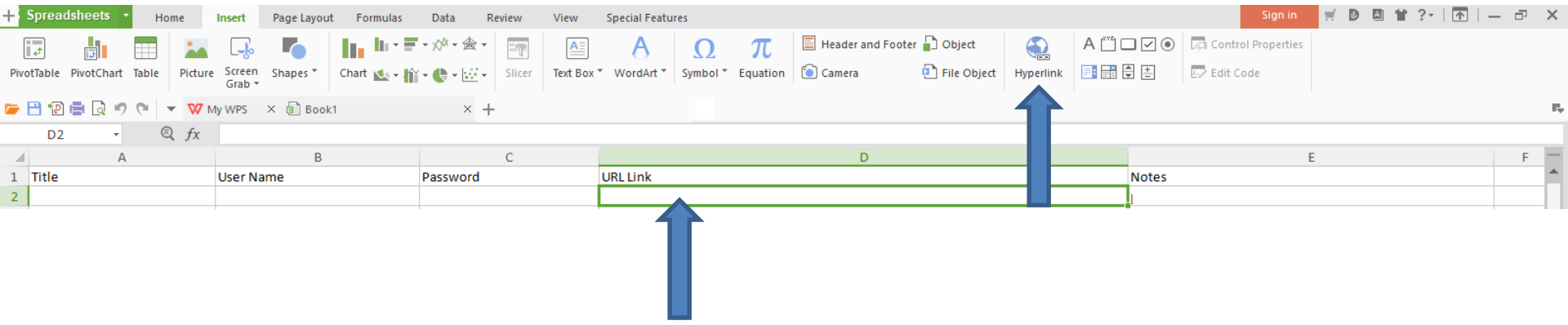




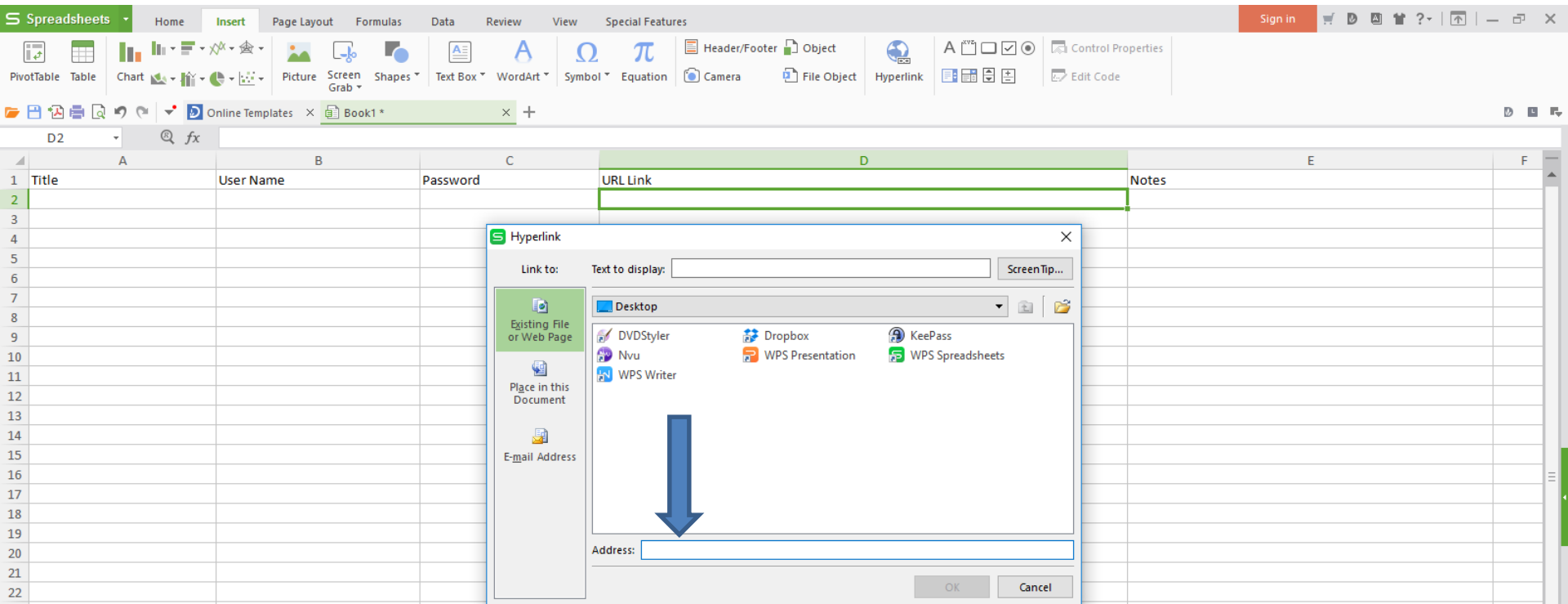
- You click on the row under URL Link and then click on Insert next to Home in the upper left and next is what happens.



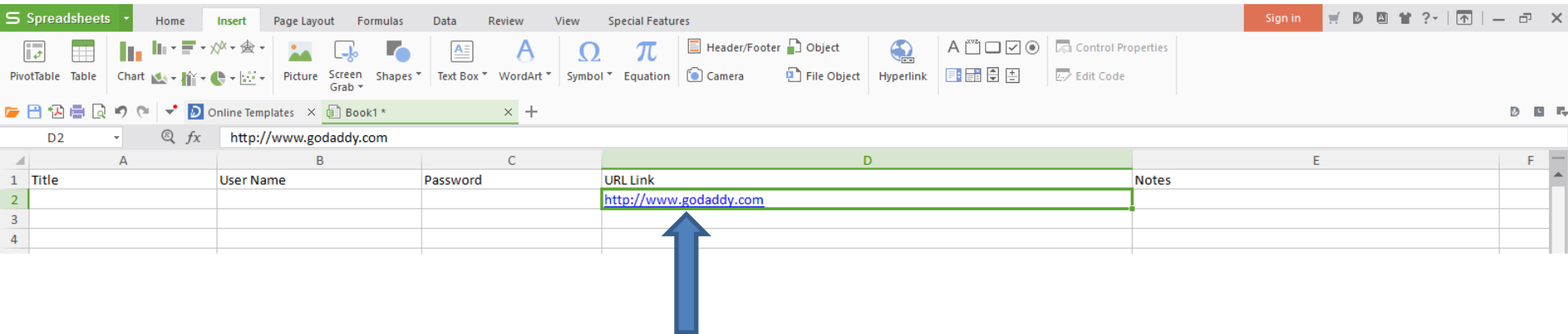
- You see the under URL Link is highlighted and page changes to Insert and then click on Hyperlink and next is what happens.



- A new window opens similar to Excel. You go to your account and copy the URL and then paste in the Address and click on OK.
- Next is a sample.



- The window closes and you see it. As I mentioned before, when you click on it, your default Browser opens with that website. Next is about Sheets.

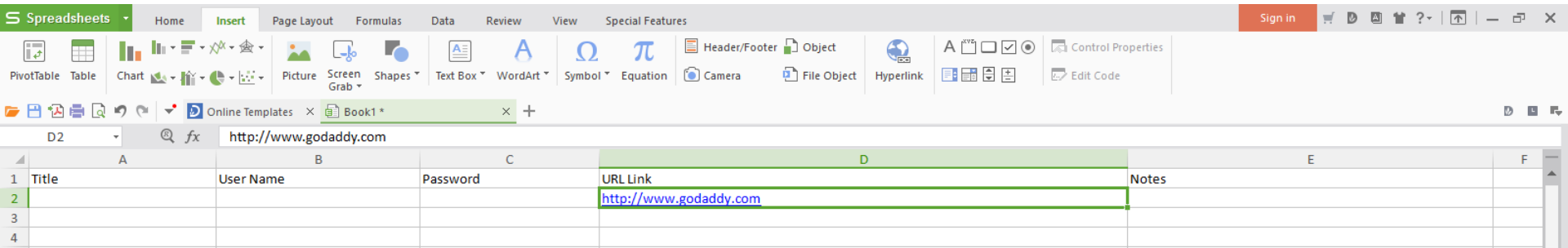


The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Insert', and the 'Hyperlink' button is visible. The spreadsheet has a table with the following data:

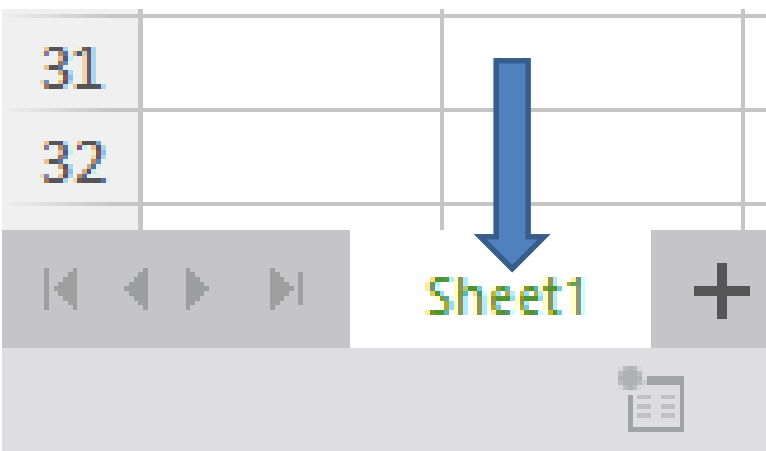
	A	B	C	D	E	F
1	Title	User Name	Password	URL Link	Notes	
2				<a href="http://www.godaddy.com">http://www.godaddy.com</a>		
3						
4						

A blue arrow points to the cell containing the hyperlink <http://www.godaddy.com>.

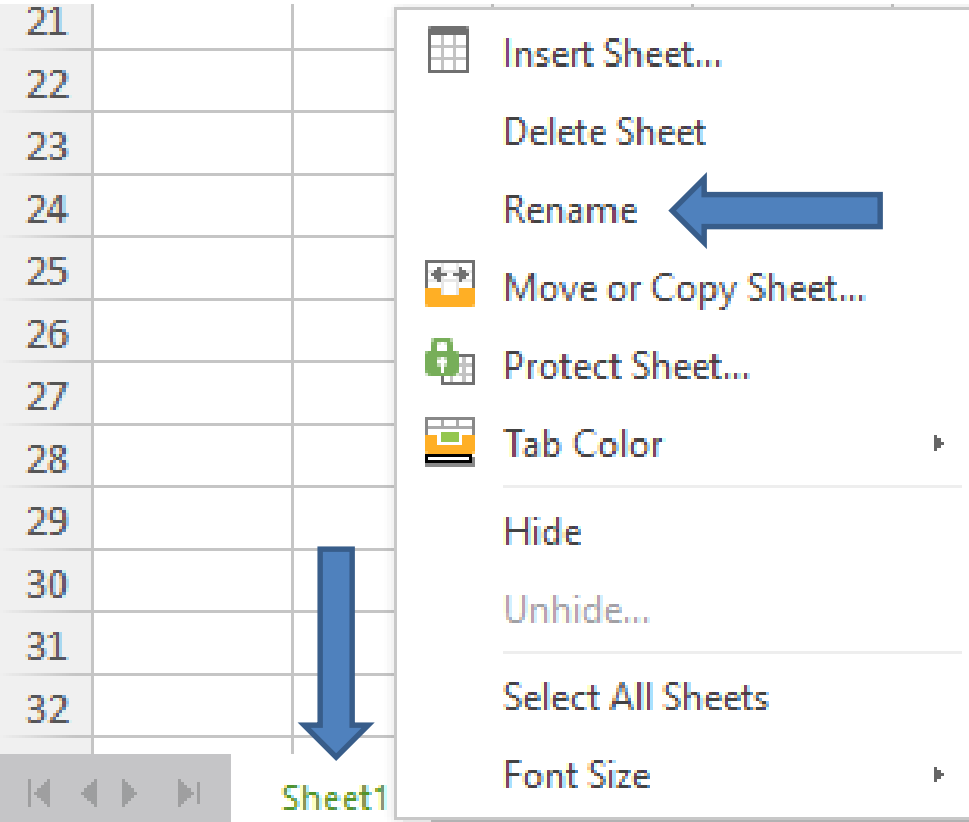
- If you have do a lot of User Names and Passwords, you may want to add other sheets. Next is about sheets.



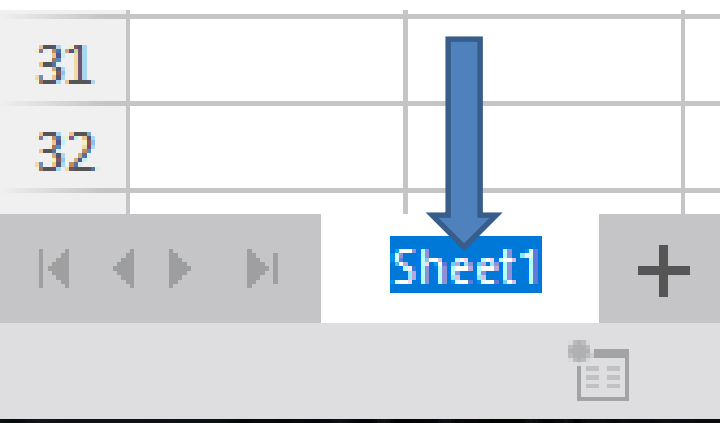
- **At the bottom of left, you see Sheet 1. You can change the name and add other sheets. Next is how to change the name.**



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

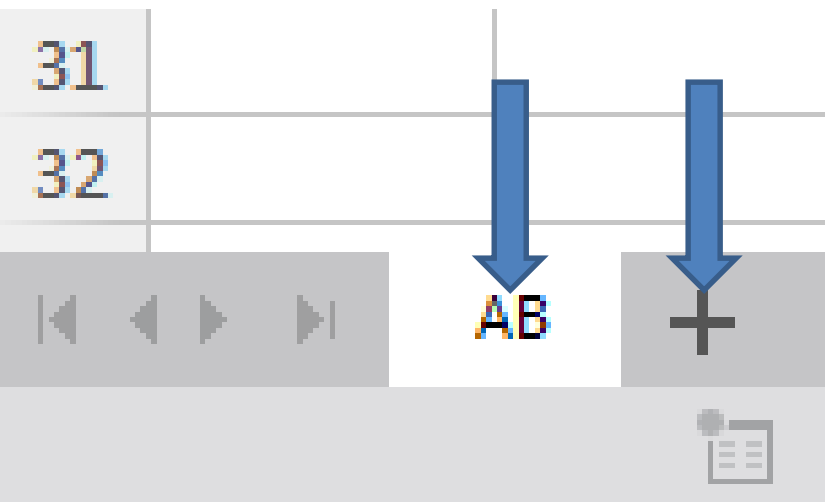


- The list closes and you see the Sheet1 highlighted and type in the new name and next is a sample.

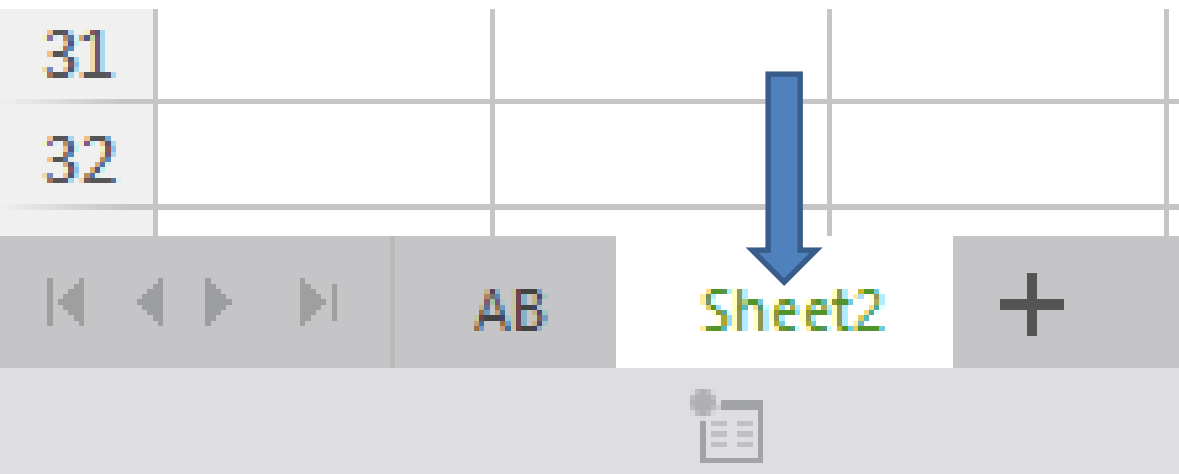




- Here is a sample. To add another Sheet, you click on **+** right of it and next is what happens.



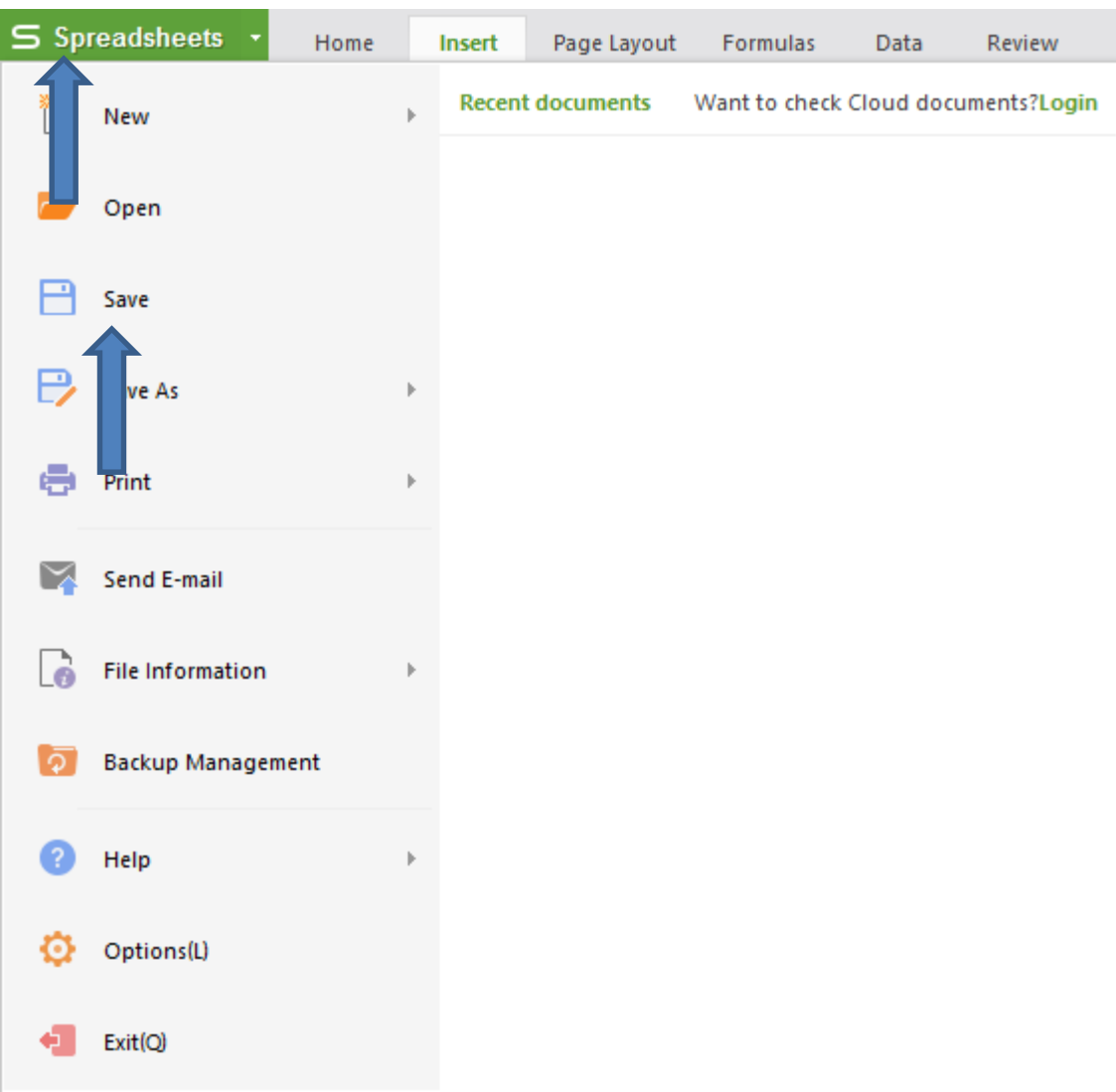
- **When you click on + it shows Sheet2. You follow the same process to change the name and also add other Sheets. Next is a sample of adding more Sheets with different names. As I mention in Excel, the reason I did that in Excel is I added the same from my KeePass for a Backup in case KeePass is not available on a new Computer.**



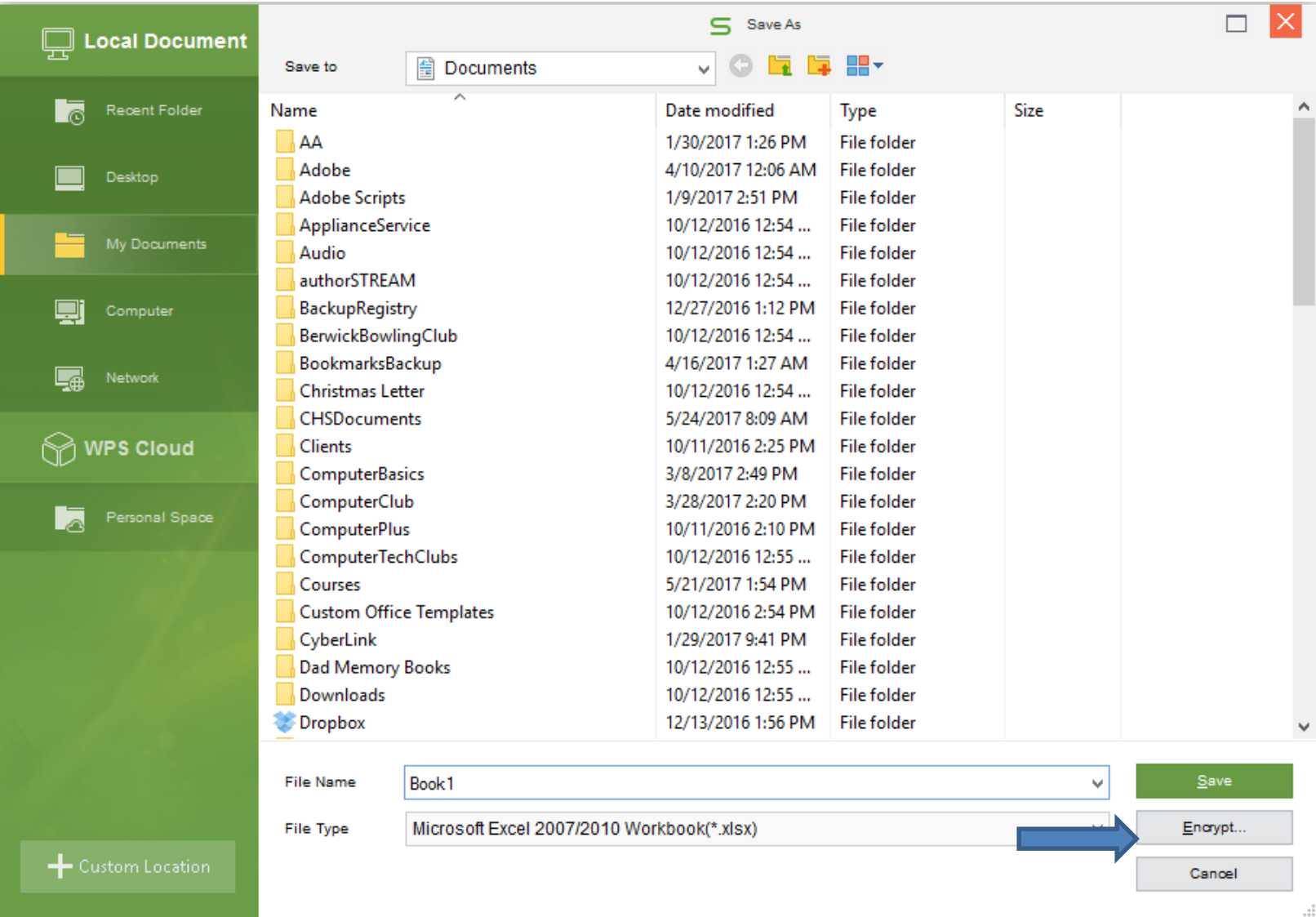
- **Here is a sample of adding more Sheets with different names. Once you are complete, next is how to Save with a Password.**



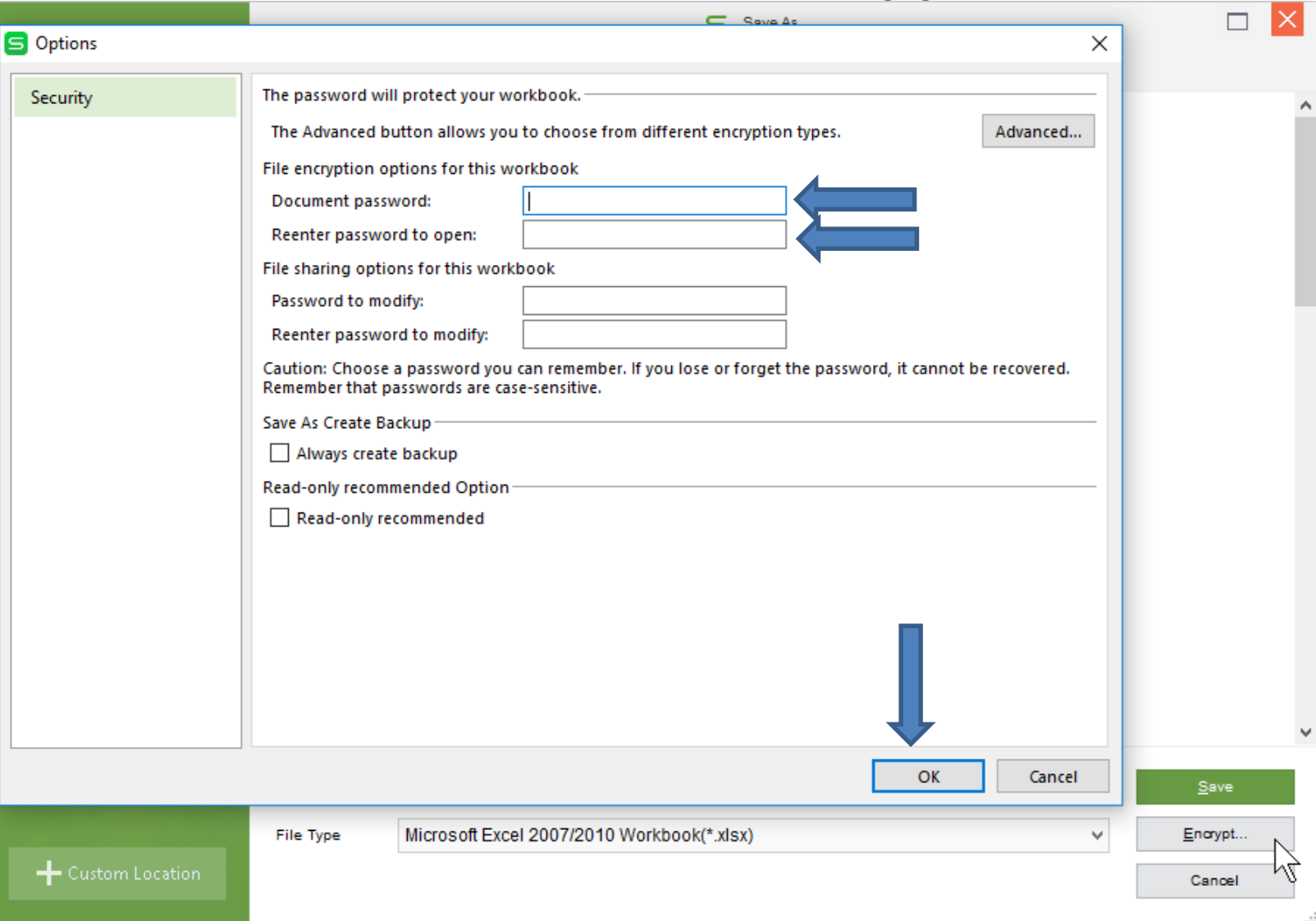
- You click on the Spreadsheets in the upper left and then click on Save. Next is what happens.




- A new window opens and then click on Encrypt. Next is what happens.



- A new window opens and you type in Document password and Reenter password to open, then click on OK. Next is what happens.



- The window closes. You can change the File Name and find the folder you want or click on this Icon  to add new folder. Then click on Save.

Save to: Documents

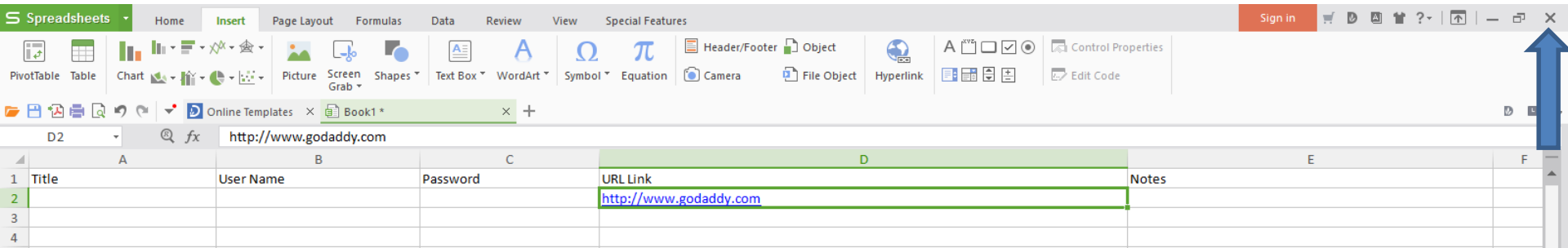
Name	Date modified	Type	Size
AA	1/30/2017 1:26 PM	File folder	
Adobe	4/10/2017 12:06 AM	File folder	
Adobe Scripts	1/9/2017 2:51 PM	File folder	
ApplianceService	10/12/2016 12:54 ...	File folder	
Audio	10/12/2016 12:54 ...	File folder	
authorSTREAM	10/12/2016 12:54 ...	File folder	
BackupRegistry	12/27/2016 1:12 PM	File folder	
BerwickBowlingClub	10/12/2016 12:54 ...	File folder	
BookmarksBackup	4/16/2017 1:27 AM	File folder	
Christmas Letter	10/12/2016 12:54 ...	File folder	
CHSDocuments	5/24/2017 8:09 AM	File folder	
Clients	10/11/2016 2:25 PM	File folder	
ComputerBasics	3/8/2017 2:49 PM	File folder	
ComputerClub	3/28/2017 2:20 PM	File folder	
ComputerPlus	10/11/2016 2:10 PM	File folder	
ComputerTechClubs	10/12/2016 12:55 ...	File folder	
Courses	5/21/2017 1:54 PM	File folder	
Custom Office Templates	10/12/2016 2:54 PM	File folder	
CyberLink	1/29/2017 9:41 PM	File folder	
Dad Memory Books	10/12/2016 12:55 ...	File folder	
Downloads	10/12/2016 12:55 ...	File folder	
Dropbox	12/13/2016 1:56 PM	File folder	

File Name: Book1

File Type: Microsoft Excel 2007/2010 Workbook (\*.xlsx)

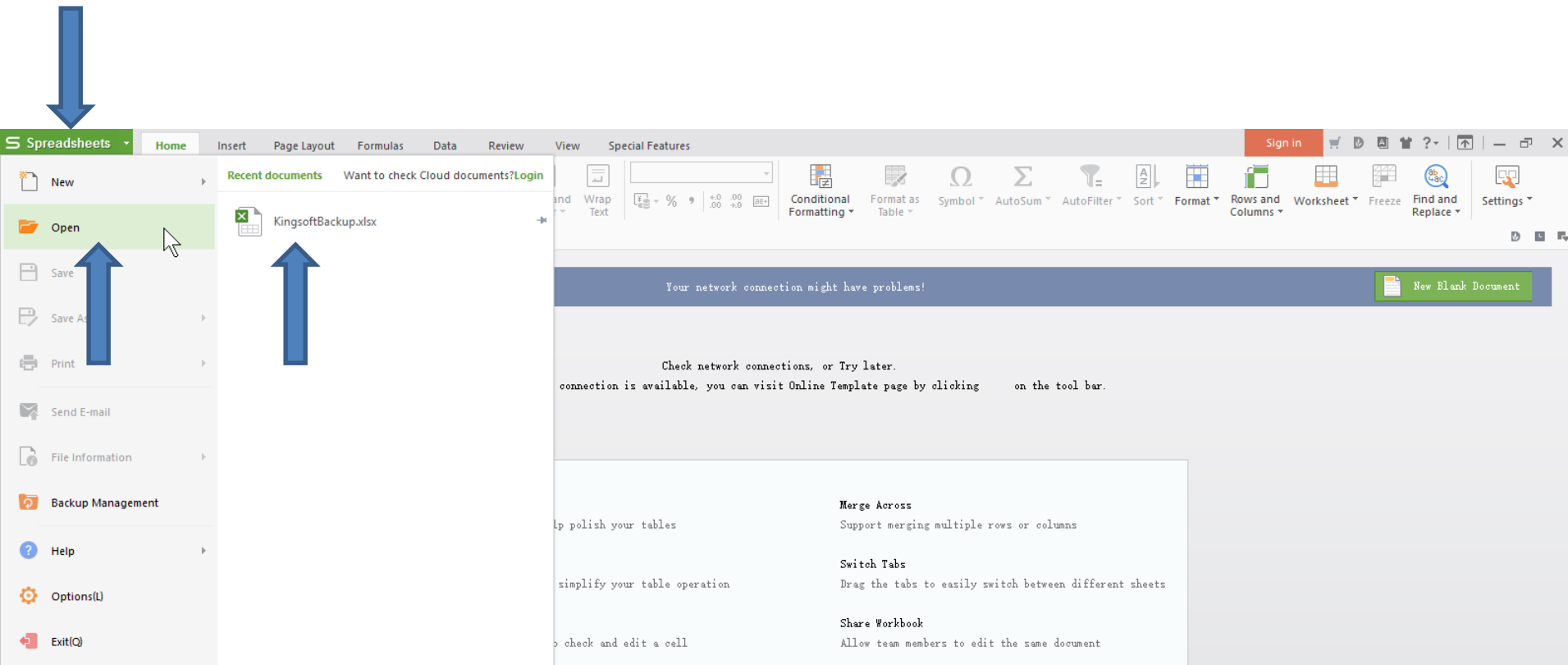
Buttons: Save, Encrypt..., Cancel

- Once you click on Save, the window closes and then click on X in the upper right to close it. Next is what happens when you open it again.

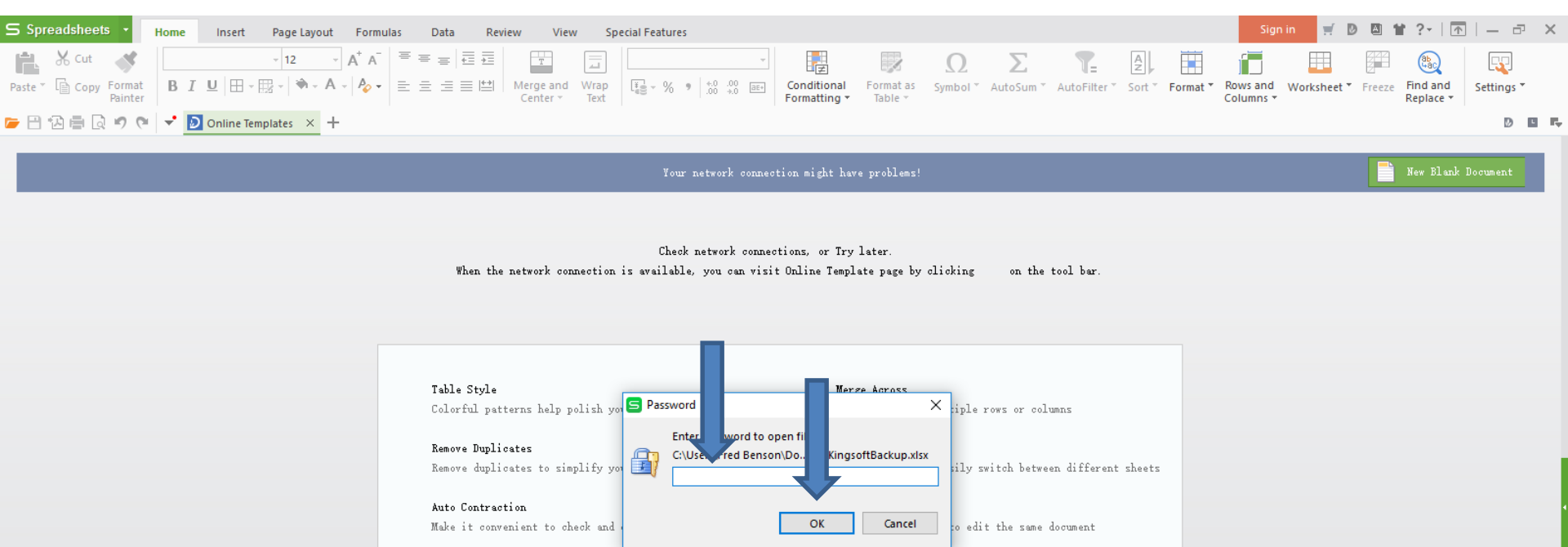




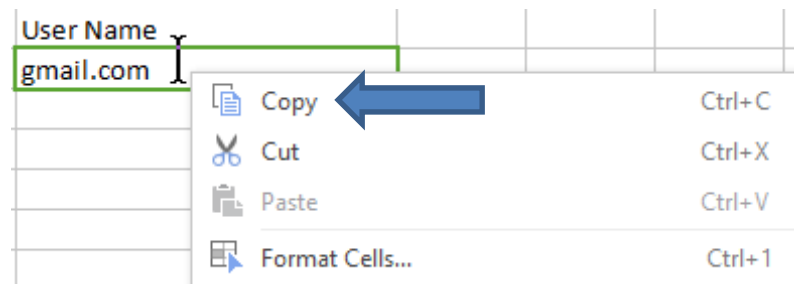
- Once you close it and open it again, you click on Spreadsheets again and hover over Open and you see the one you saved, like I changed the name. Then click on it and next what happens.



- **The Spreadsheets list closes and a new window opens and you have to type in the password and press the Enter Key or click on OK. Once you do that, it opens the Spreadsheet you saved. You then can add other ones. Next is how to copy and paste user name and password for an account, like I showed you in Excel.**



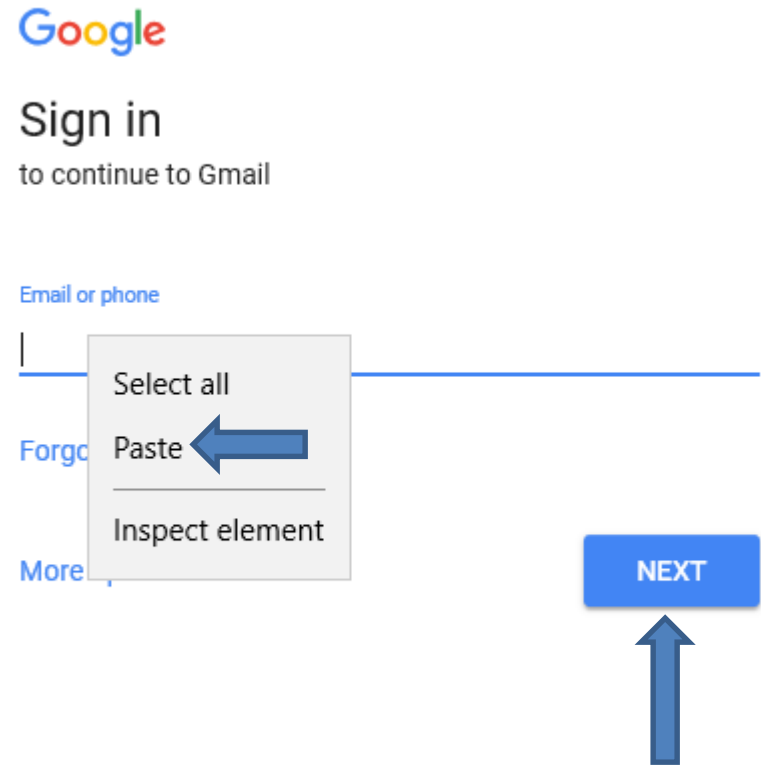
- You right click on the User name and you see a list and click on Copy or press and hold the Ctrl Key and click on the C Key. Note – it is not the right User name, so you can't see it. Next is a sample of paste the User name in Gmail.



- 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.**



- **You see your email. I blocked it so you can see mine. You go back to the spreadsheet 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 the Kingsoft.**

