

Tip - Office 2003 Security in Word and Excel

Microsoft's Office 2003, which includes Access, Excel, Word and PowerPoint, has been designed to be more secure by default, making these applications less susceptible to being compromised by attacks from hackers. When Office 2003 is initially installed on a computer, it has many services turned off to make the software more secure protecting sensitive data in business documents.

Some of the newest security features in Word and Excel are:

Word 2003 Document and Data Protection

Editing Restrictions - Word 2003 allows you to either allow other users to make changes via revision marks, or make a document read-only.

Formatting Restrictions - Using the Protect Document Task Pane, an author may allow other users to edit content, but not any styles affected the document's formatting.

Embedded code in XML - Technology enhancements in Word 2003 allow virus scanners to scan the header of documents saved in the native Word XML file format to determine if potentially dangerous embedded objects or macros exist and remove them if necessary.

Excel 2003 Document and Data Protection

Default Macro Security Level - This is set to High as the default to prevent attacks through virus macros that may be contained in XSLs (transform files).

Protect Sheet - This allows protection on selected cells within a worksheet, so that other users are granted access to specific operations including formatting cells, rows, columns, inserting and removing columns and rows, modifying or inserting hyperlinks, and editing various object types.

Allow Users to Edit Ranges - This allows you to grant permissions to specific groups, users or computers to access and edit specific cells and ranges in a protected worksheet.

Protect Workbook - This allows you to specify items to protect in a workbook with a password to prevent unauthorized users from removing protection.

Protect and Share Workbook - This allows a workbook to be shared and turns tracking changes on so that other users' changes are tracked. A password may be specified to Turn Changes off, but the password cannot be specified until the file is no longer shared.

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http://www.uis.harvard.edu/support_services/

or please contact the Help Desk via phone at 617-495-8411, or via email to dls@harvard.edu.