# Overview

<u>Tech box</u>

Please make sure you are using Microsoft Excel to open the document. Apple Numbers is not supported. How do I get Excel?

You will have been given a spreadsheet (freshers-obscure.xlsx). This document has protection applied so that the user cannot see entered information.

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This is automatic when the user presses Return

### Individual unlock

You will be able to see the enter information on a cell by cell basis by looking here

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## Batch unlock

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Highlight the cells in question Click general in the referenced box This is required if you need to copy the information.

Please use the information responsibly

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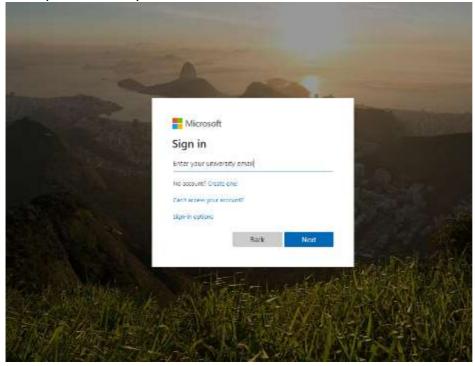




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