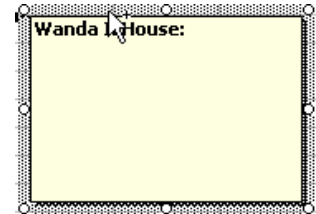


## COMMENTS

Comments are a way of communicating information about a worksheet cell with a colleague. When a comment is added to a cell, a flag appears in the upper right corner of the cell. When the mouse pointer hovers over a cell with a comment, the comment appears in a box next to the cell, along with the name of the user logged on to the computer at the time.

### Inserting a Comment

- ❖ Click the cell where the comment is to be inserted.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Select **Comments** from the list of options.
- ❖ The **Comment** box will appear in the window (see illustration).
- ❖ Excel automatically inserts the name of the registered user in the text box that appears.
- ❖ In the text box, input the text for the comment as desired.
- ❖ To size the **Comment** box, drag the sizing handles around the outer edge of the **Comment** box.
- ❖ Drag the border of the **Comment** box to move it to another location. An arrow will point to the cell where the comment is located.
- ❖ A red triangle shape will appear in the upper right corner of the cell where the **Comment** is located.
- ❖ To deselect the **Comment**, click anywhere outside the **Comment** box.
- ❖ A red triangular shape will appear in the upper right corner of the cell where the **Comment** is located.
- ❖ To have the **Comment** display in the worksheet:
  - Click **Tools** on the **Menu Bar**.
  - Click **Options** from the list.
  - Click the **View** tab.
  - In the **Comments** area, click one of the following:
    - **None** – This option is used to hide all comments and comment indicators.
    - **Comment Indicator** – Choose this option to show only the small colored triangle that indicates a cell has a comment. (This is the default.)
    - **Comment & Indicator** – To show both the comment and the indicator, choose this option.
  - Click **OK** to exit the dialog box and save the changes.



### Editing a Comment

- ❖ Do one of the following:
  - Right-click the cell containing the **Comment** and then choose **Edit Comment**.
  - Click the cell where the **Comment** is located; click **Insert, Edit Comment** from the **Menu Bar**.
- ❖ The **Insertion Point** will appear in the **Comment** box.
- ❖ Make any desired changes to the comment.
  - You can edit and format **Comment** text just as you would text in a text box.
  - Use the mouse or the arrow keys on the keyboard to move around in the **Comment** box.
- ❖ Click in another cell in the worksheet to deselect the **Comment**.

## Printing Comments

- ❖ Show the **Comment** that is to be printed.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Page Setup** from the list of options.
- ❖ Click the **Sheet** tab to select it.
- ❖ Click the **Comments** arrow and select from the options below:
  - **None** – When this option is selected, the Comments will not be printed.
  - **At end of sheet** – The Comments will be printed at the end of the worksheet, possibly on a separate sheet.
  - **As displayed on sheet** – The Comments will be printed in boxes as they are displayed in the worksheet.
- ❖ Click **Print** to send the worksheet and the comments to the printer.
- ❖ Click **Print Preview** to view the worksheet and the comments.
- ❖ In the **Print Preview** box, click the **Next** button to view the comments if the option **At end of sheet** was selected.

## Deleting a Comment

- ❖ **Right-click** the cell that contains the **Comment** that is to be deleted.
- ❖ Select **Delete Comment** from the shortcut menu.
- ❖ To **Delete** all the **Comments** in the worksheet:
  - Click **Edit** on the **Menu Bar**.
  - Click **Go To** from the list of options.
  - Click the **Special** button.
  - The **Go To Special** dialog box will appear.
  - Click the **Comments** option button.
  - Click **OK** to exit this dialog box.
  - Click **Edit** on the **Menu Bar**.
  - Click **Clear** from the list of options.
  - Click **Comments** from the next list of options.
  - The Comments should disappear from the worksheet.

