

## INSERTING COMMENTS

Comments are used to provide feedback to the author or other reviewers of a document or to be reminded of revisions that need to be made in the document. Comments appear in different colors in the respective programs, depending on who is reviewing the document. A comment contains the name of the person inserting the Comment, along with the Comment text. In order to perform the following operations, the Reviewing toolbar has to be displayed.

### Displaying the Reviewing Toolbar

- ❖ To display the **Reviewing** toolbar, do one of the following:
  - **Right-click** any toolbar then click **Reviewing** from the list.
  - Choose **View** from the **Menu Bar**, then **Toolbars, Reviewing**.

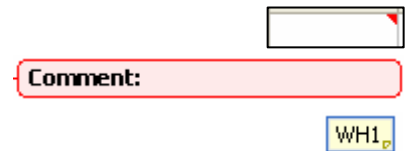
### Inserting a Comment

- ❖ Click where the **Comment** is to be inserted.
- ❖ Do one of the following:
  - Click the **Insert Comment** button on the **Reviewing** toolbar.
  - Choose **Insert** on the **Menu Bar** and choose **Comment** from the list of choices.
- ❖ Type the comment in the **Comment Box** or **Pane**.
- ❖ Click outside the comment box to close the comment box.



### Reading a Comment

- ❖ To read a comment select one of the following options:
  - Point to a red triangle in the cell where the Comment is located in **Excel**
  - Point to the **Comment Bubble** in **Word**
  - Move the **Mouse Pointer** over the **Comment Box** in **PowerPoint**.
- ❖ Read the Comment.



### Deleting a Comment

- ❖ Select the comment as described under **Reading a Comment**.
- ❖ **Right-click** on the **Comment**.
- ❖ Select **Delete Comment** from the list.
- or
- ❖ Click the **Delete Comment** button on the **Reviewing** toolbar.
  - This button will look different depending on the program being used.
  - The buttons in Word, Excel, and PowerPoint are illustrated at the right.
- ❖ For the two buttons (Word, PowerPoint) that have list arrows, click the arrow and choose from one of the available options.

