

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 the **Review Tab**.
- ❖ In the **Comments Group**, click the **New Comment** button (see illustration).



- ❖ The **Comment** box will appear in the window (see illustration above right).
- ❖ Excel automatically inserts the name of the registered user in the text box that appears.
 - 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.
- ❖ 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.
- ❖ 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 the **Comments** tab, if necessary.
 - Click the **Show All Comments** button in the **Comments Group**.
 - All the comments in the worksheet will display.

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. In the **Comment Group**, click the **Edit Comment** button.
- ❖ 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 the **Page Layout Tab**.
- ❖ In the bottom right corner of this group, click the **Dialog Box Launcher** button.
- ❖ The **Page Setup** dialog box will display.
- ❖ 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

- ❖ Click the **Comment** that is to be deleted.
- ❖ Click the **Review Tab**.
- ❖ In the **Comments Group**, click the **Delete Comment** button.