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.

Insert a Comment

 hôn Click the cell where the comment is to be inserted.
 hôn Click the Review Tab.
 hôn In the Comments Group, click the New Comment button.

The Comment box will appear in the window as shown in the illustration above.

Excel automatically inserts the name of the registered user in the text box that appears.

 hôn An arrow will point to the cell where the comment is located.
 hôn 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 which appear 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 complete these steps.

 hôn Click the Comments tab, if necessary.
 hôn Click the Show All Comments button in the Comments Group.
 hôn All the comments in the worksheet will display.

Edit a Comment

 hôn Do one of the following:

 hôn Right-click the cell containing the Comment and then choose Edit Comment.
 hôn Click the cell where the Comment is located.
 hôn 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**.

**Print Comments**
- Display the worksheet that contains the **Comments** that are to be printed.
- To display the **Comments** in the worksheet, do one of the following:
  - Display an Individual Comment
    - Right-click the cell containing the **Comment**.
    - Click the **Show/Hide Comments** link on the shortcut menu.
  - Display all **Comments** in the worksheet
    - Click the **Review** tab.
    - In the **Comments Group**, click the **Show All Comments** button.

- Click the **Page Layout Tab**.
- In the **Page Setup Group**, click the **Dialog Box Launcher** button.

- The **Page Setup** dialog box will display (see illustration on next page).
- 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.

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