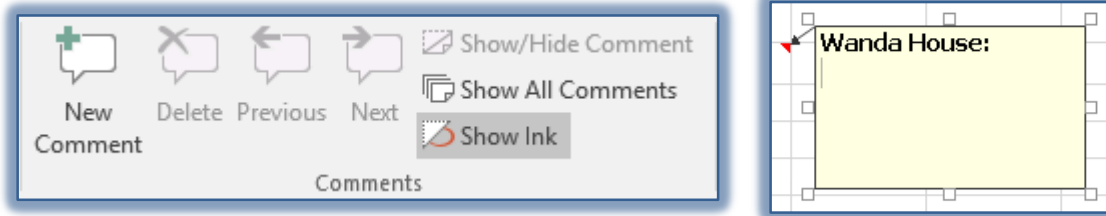


COMMENTS

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.

Insert a Comment

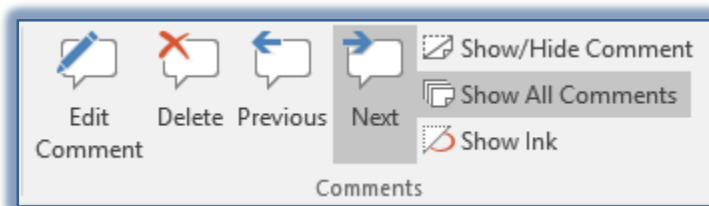
- ✦ Click the cell where the comment is to be inserted.
- ✦ Click the **Review Tab**.
- ✦ In the **Comments Group**, click the **New Comment** button.



- ✦ 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.
 - ★ 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 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.
 - ★ Click the **Comments** tab, if necessary.
 - ★ Click the **Show All Comments** button in the **Comments Group**.
 - ★ All the comments in the worksheet will display.

Edit 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.

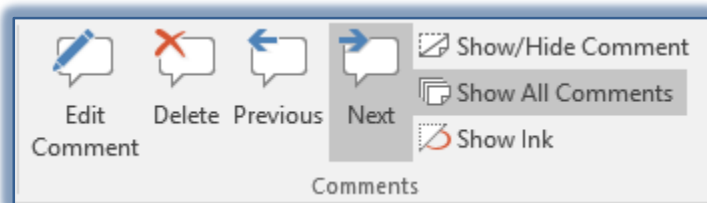


- ✦ The **Insertion Point** will appear in the **Comment** box.

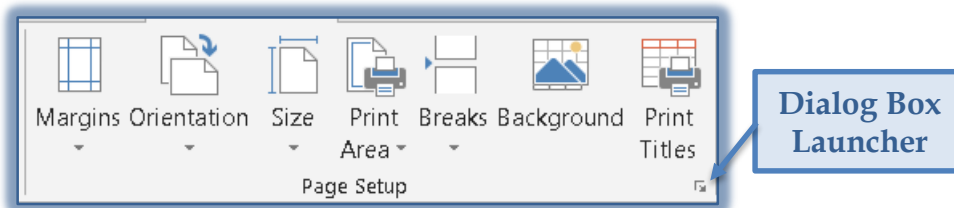
- ✦ Make any desired changes to the comment.
 - ★ You can edit and format **Comment** text just as you would text in a text box.
 - ★ Use the mouse or the arrow keys on the keyboard to move around in the **Comment** box.
- ✦ Click in another cell in the worksheet to deselect the **Comment**.

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.

