VALDOSTA STATE UNIVERSITY
Division of Information Technology

Working with Comments

Comments are pop-up notes that you can insert into your worksheet. Comments can be used for many things, including adding notes for other users, adding reminders for yourself, and creating cross-references to other reports. After adding a comment to your worksheet, you can decide how and where you would like to display that comment, when to print it, and whether to delete comments.

Adding Comments

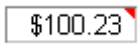
Adding a comment to a cell allows you append additional information to that cell in a pop-up message. The comment, along with the username of the person who inserted the comment, appears when you point to the cell.

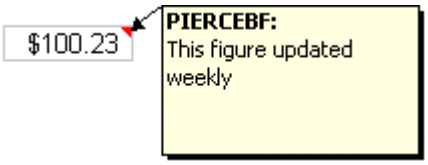
Adding Comments: Ribbon Option

1. Select the cell to which the comment will be added
2. From the *Ribbon*, select the ***Review*** command tab
3. In the *Comments* group, click **NEW COMMENT**

   The *Comment* box appears, displaying your username.
4. Type your comment
5. When finished, click another cell
   A red triangle appears in the upper right-hand corner of the cell indicating a comment has been attached. When you place your mouse over the cell, the comment appears.

Cell with comment **Text of comment revealed**





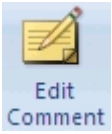
Adding Comments: Mouse Option

1. Right click the cell to which you want to add a comment » select ***Insert Comment*** the *Comment* box appears, displaying your username.
2. Type your comment
3. When finished, click another cell a red triangle appears in the upper right-hand corner of the cell indicating a comment has been attached. When you place your mouse over the cell, the comment appears.

Editing Comments

Editing a comment allows you to change or add to the information you have placed within a cell as a comment.

Editing Comments: Ribbon Option

1. Select the cell that contains the comment to be edited
2. From the *Ribbon*, select the ***Review*** command tab
3. In the *Comments* group, click **EDIT COMMENT** 

the *Comment* box appears, containing the text of the comment.
4. Make the appropriate changes to the comment
5. When finished, click another cell

Editing Comments: Mouse Option

1. Right click the cell which contains the comment » select ***Edit Comment*** the *Comment* box appears, containing the text of the comment.
2. Make the appropriate changes to the comment
3. When finished, click another cell

Displaying/Hiding Comments

Usually, comments appear only when your mouse is hovering over the cell containing the comment. However, you can choose to have comments remain on the screen or disappear from the screen when your pointer is not over the cell.

Displaying/Hiding Comments: Single Cell

1. To display a comment, right click the cell which contains the comment » select ***Show/Hide Comments*** that comment is displayed.

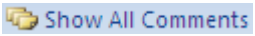
2. To hide a comment which has been displayed, right click the cell which contains the comment » select ***Hide Comment*** **that** comment is hidden until you place your mouse over the cell.

Displaying/Hiding Comments: Ribbon Option

1. Select the cell which contains the comment
2. From the *Ribbon*, select the ***Review*** command tab
3. In the *Comments* group, click **SHOW/HIDE COMMENT**

NOTE: When you click to show, the comment appears next to the selected cell. When you click to hide, the comment disappears.

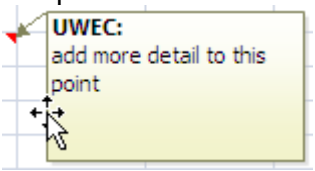
Displaying/Hiding Comments: All Cells

1. From the *Ribbon*, select the ***Review*** command tab
2. In the *Comments* group, click **SHOW ALL COMMENTS** 

NOTE: This button acts as a toggle switch. Clicking the button once will display your comments: clicking it again will hide all comments.

Moving Comments

If your comments are overlapping text that you would like to read, you can move the comment to a more convenient place. The comment will remain attached to the cell it was originally created for, but you will be able to move it to a more suitable location.

1. Display the comment you would like to move
2. Move your mouse over the border of the comment
The pointer becomes a four-headed arrow.


3. Click and hold the border of the comment
4. Drag the comment to the desired position an arrow appears, connecting the comment to the cell.
5. Release the mouse button

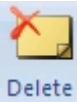
Deleting Comments

Deleting comments allows you either to remove the comment you have placed within an individual cell, or to remove all of the comments you have placed within a document.

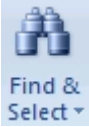
Removing Comments from a Single Cell: Mouse Option

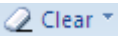
1. Right click the cell which contains the comment » select ***Delete Comment***

Removing Comments from a Single Cell: Ribbon Option

1. Select the cell which contains the comment to be deleted
2. From the *Ribbon*, select the ***Review*** command tab
3. In the *Comments* group, click **DELETE COMMENT** 

Removing Comments from All Cells

1. Open the sheet with the comments to be deleted
2. From the *Ribbon*, select the ***Home*** command tab
3. In the *Editing* group, click **FIND & SELECT** 

» select ***Comments*** all comments on the active sheet will be selected.
4. From the *Editing* group, click **CLEAR** 

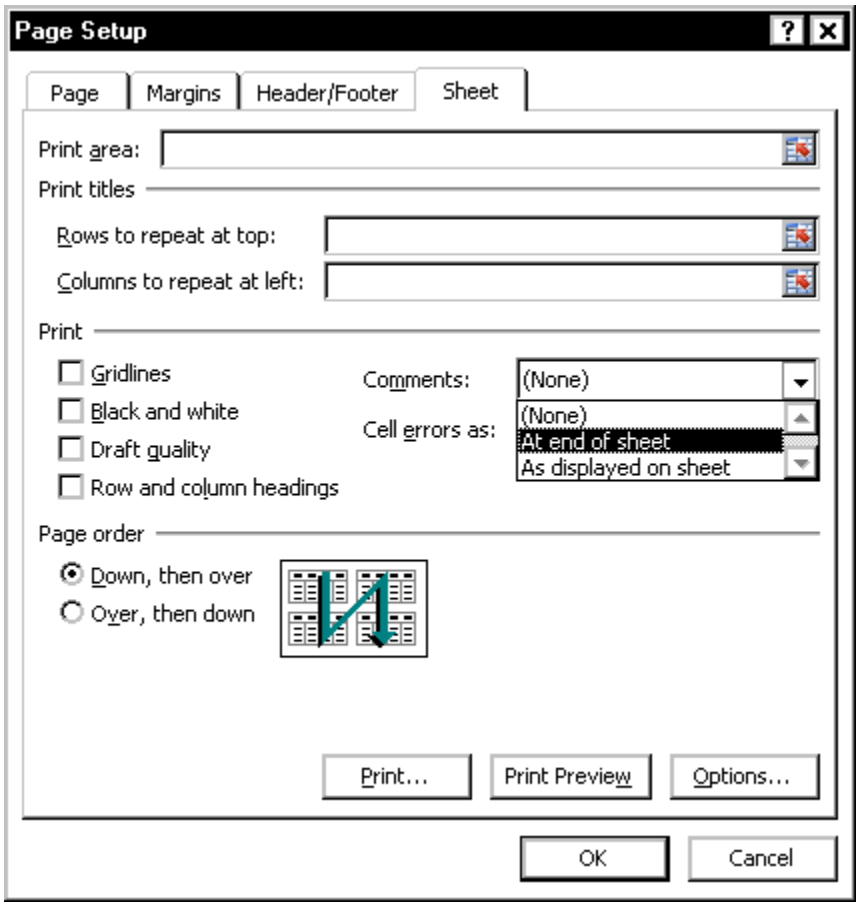
» select ***Clear Comments*** all comments are cleared.

Printing Comments

Comments must be displayed before printing. For more information, refer to Displaying Comments.

1. Open the worksheet that contains the comments you want to print
2. From the *Ribbon*, select the ***Page Layout*** command tab
3. In the *Page Setup* group, click **PAGE SETUP** the *Page Setup* dialog box appears.

4. Select the ***Sheet*** tab



5. In the *Print* section, from the *Comments* pull-down list, select the desired option:

At end of sheet
Prints all comments separately, as a group at the end of the printed document. These comments will display a cell reference to inform you of which cell they are attached.

As displayed on sheet
Prints all displayed comments as they appear in your document.
NOTE: These comments may extend past the page when printed. However, it is possible to avoid this by using the *Page Layout* view and making sure to move the comment boxes within the printable area of the page.

6. Click **PRINT...**
   The *Print* dialog box appears.
7. Make the appropriate selections
   NOTE: For more information on printing, refer to Printing Basics.
8. Click **OK**

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