

## Using Cell Comments

Sometimes you may need to add notes to a workbook to document complicated formulas or questionable values, or to leave a comment for another user. Excel's cell comments command helps you document your worksheets and make them easier to understand. Think of cell comments as Post-It Notes that you can attach to any cell. Cell comments appear whenever you point at the cell they're attached to.


### Insert a comment

1. Click the cell you want to attach a comment to.
2. Click the **Review** tab on the Ribbon and click the **New Comment** button in the Comments group.
3. Type a comment.
4. Click outside the comment area when you're finished.

#### Other Ways to Insert a Comment:

Right-click the cell you want to attach a comment to and select **New Comment** from the contextual menu. Type a comment.

### View a comment

1. Point to the red triangle-shaped comment marker that's located in the cell with the comment.
  -  **Tip:** To display a comment all the time, click the cell with the comment, then click the **Review** tab on the Ribbon and click the **Show/Hide Comments** button in the Comments group. Or, click the **Show All Comments** button in the Comments group to display all the comments in a worksheet at once.

### Edit a comment

1. Click the cell that contains the comment you want to edit.
2. Click the **Review** tab on the Ribbon and click the **Edit Comment** button in the Comments group.
3. Edit the comment.

You can change the size of a comment text box by clicking and dragging one of the eight sizing handles that surrounds the comment.

#### Exercise Notes

- **Exercise File:** Sales3-10.xlsx
- **Exercise:** Add a comment to cell B4 that reads "Why is income so low this month?" Then delete the comment.

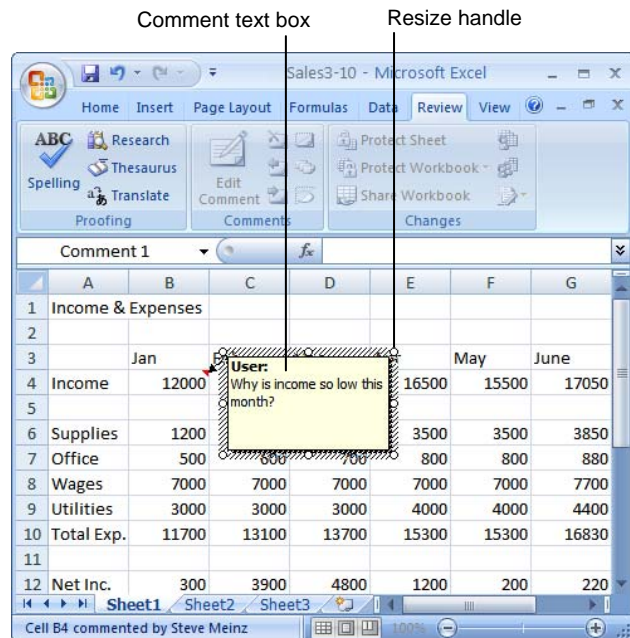


Figure 3-14: Entering a cell comment.

4. Click outside the comment area when you're finished.

 **Other Ways to Edit a Comment:**

Right-click the cell with the comment you want to edit and select **Edit Comment** from the contextual menu. Edit the comment.

### Delete a comment

1. Click the cell that contains the comment you want to delete.
2. Click the **Review** tab on the Ribbon and click the **Delete** button in the Comments group.

 **Other Ways to Delete a Comment:**

Right-click the cell you want to delete and select **Delete Comment** from the contextual menu.