

Adding Comments to a Slide

Adding a comment to a slide is like sticking a Post-It® note to it. You can use comments to add suggestions, notes or reminders to a slide.

Insert a comment

1. Navigate to the slide to which you want to add a comment.
2. If you want to attach the comment to a particular object on the slide (placeholder, image, etc.), click the object to select it.
3. Click the **Review** tab on the Ribbon and click the **New Comment** button in the Comments group.
A new comment box appears.
4. Type your comment. When you're finished, click anywhere outside the comment box to deselect it.

Edit a comment

You can easily make changes to a comment simply by typing in any comment box.

- Click in the comment box and edit the text as needed.

Delete a comment

Delete a comment when it is no longer needed.

- Select the comment box and click the **Delete Comment** button in the Comments group of the Review tab on the Ribbon.
- **Other Ways to Delete a Comment:**
Right-click the comment box and select **Delete Comment** from the contextual menu.

Hide or show comments

If comments are distracting, you can temporarily hide them from view.

- Click the **Review** tab on the Ribbon and click the **Show Markup** button in the Tracking group.

✓ Tips

- ✓ Comments do not appear in Slide Show view or Slide Sorter view.
- ✓ You can add more than one comment to text, an object, or a slide in a presentation.

Exercise

- **Exercise File:** Employee Orientation12-3.pptx
- **Exercise:** Navigate to Slide 8 and insert the following comment:
Make sure to reiterate the topics covered, and remind group to submit paperwork to HR as soon as possible.
Hide this comment when you're finished.

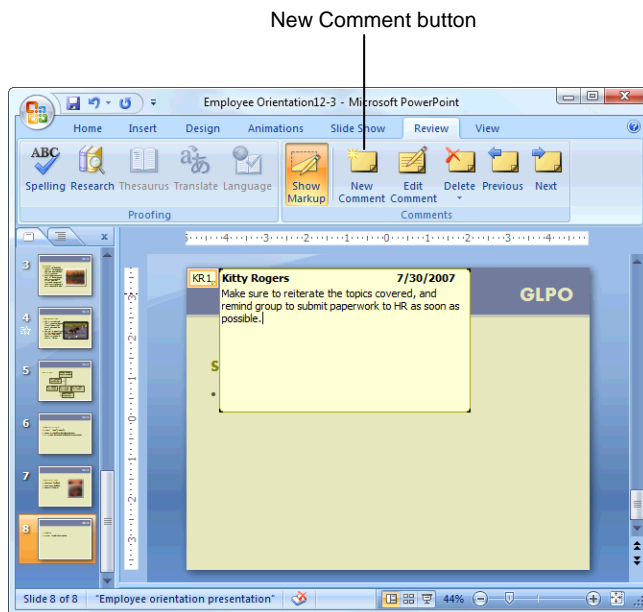


Figure 12-4: Inserting a comment.

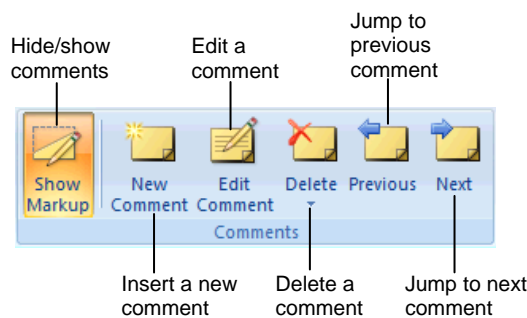


Figure 12-5: The Comments group.