



Module 36: Comments

36.1 Comments

Excel gives you the possibility of annotating or making comments on a spreadsheet.

This is useful if you are revising a spreadsheet, want to suggest changes, or want to make an explanation regarding a specific calculation or value.

To add a Comment, select the relevant cell, right-click and choose New Comment.

You will then see a box showing your name.

Type your comment in the box.

Click the arrow button to post your comment.

It will then show you the date and time your comment was posted.

When you click away from the box, it will disappear, but you will notice a purple Comment indicator in the top-right of the cell.

Hover over the cell again to see the comment.

After you add a comment, you can edit the comments, reply to comments, delete them and resolve

them.

36.2 Video Instruction

Comments in Excel - 2m08s

36.3 Task

Estimated Time: 10 minutes

Download the worksheet and practise commenting in Excel using the video above as a reference.

Without functionality:

[Download Worksheet](#)

With functionality:

[Download Worksheet](#)
