# Adding Electronic Comments

This guide shows you how to add an electronic comment to an Excel spreadsheet. This comes in handy when sending the spreadsheet to someone else for additional work or comments. It's also useful for reminding yourself where you left off if you have to quit a spreadsheet while in the middle of working on it.

1.) My first step is to open up an Excel spreadsheet and select a cell to which I wish to attach a comment. I do this by single-clicking with the left button of my mouse, after placing the cursor in the desired cell.
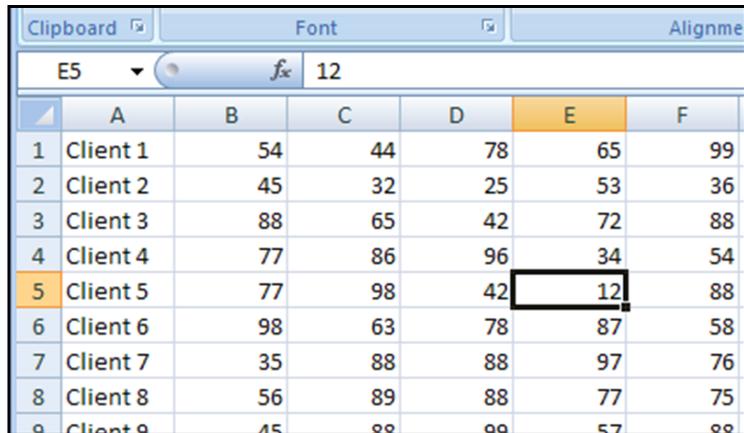
2.) I then go to the **Comments** section of the **Review** tab on the **Office Ribbon**, and click on the "**New Comment**" icon —
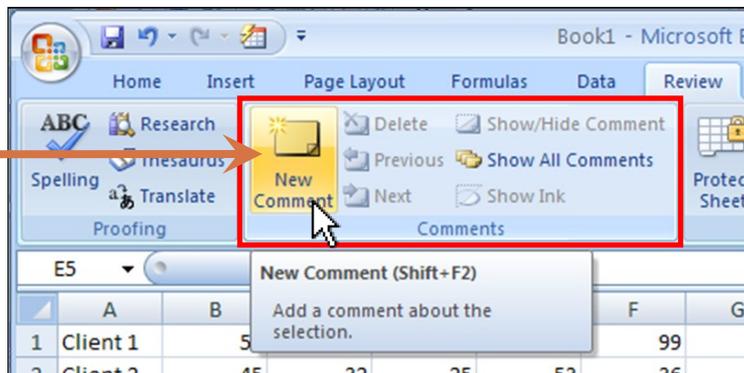
3.) A comment field appears next to the cell that I selected. Notice the cell now has a small red triangle in the corner, indicating that a comment is associated with the cell; and that my username has been automatically inserted into the comment.
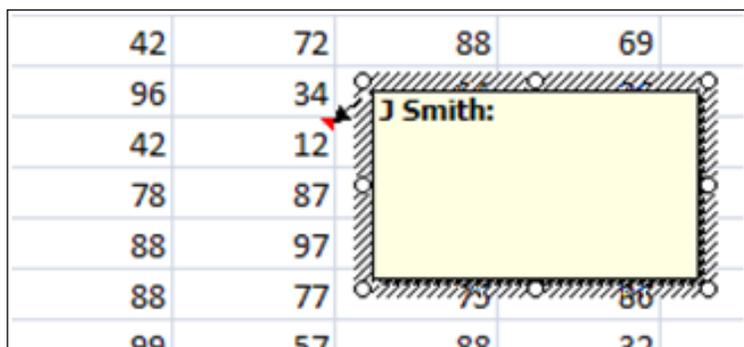
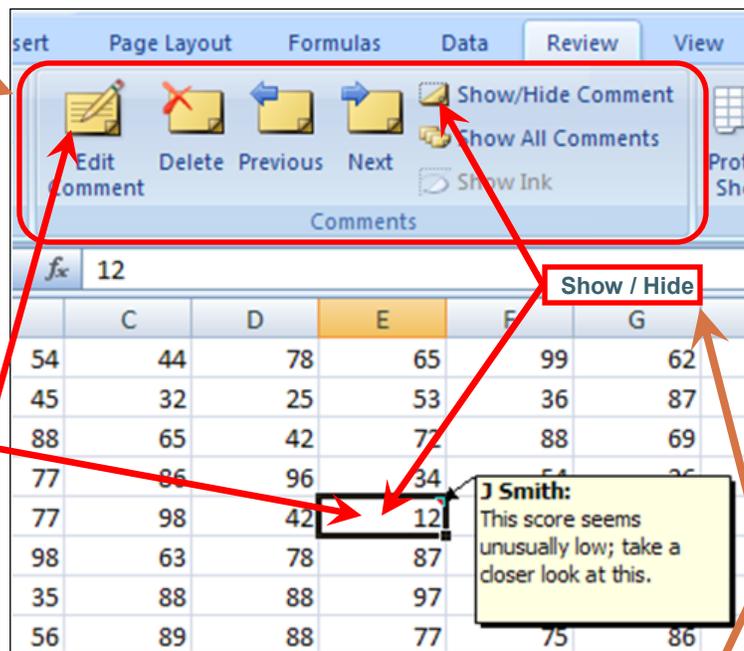**4.)** I now type the comment I wish to associate with the cell. Placing my cursor in a different cell and left-clicking the mouse gets me out of the comment box — here is an example of what the spreadsheet looks like after these two steps.

	A	B	C	D	E	F	G	H
D7			fx	88				
	Client 1	54	44	78	65	99	62	
	Client 2	45	32	25	53	36	87	
	Client 3	88	65	42	72	88	69	
	Client 4	77	86	96	34			
	Client 5	77	98	42	12			
	Client 6	98	63	78	87			
	Client 7	35	88	88	97			
	Client 8	56	89	88	77	75	86	
	Client 9	45	88	99	57	88	32	

J Smith:
This score seems unusually low; take a closer look at this.

5.) The **Comments** section of the **Review** tab contains a number of tools controlling how comments appear, and how to navigate through them. Some features:

The **Edit Comment** icon replaces the **New Comment** one whenever I select (left-click in) a cell already containing a comment.

The **Show/Hide Comment** icon is a "toggle" command, also requiring selection of a cell containing a comment to be functional.

...sert   Page Layout   Formulas   Data   Review   View

Edit Comment   Delete   Previous   Next   Show/Hide Comment   Show All Comments   Show Ink   Prot... Sh...

Comments

Show / Hide

fx	12					
	C	D	E	F	G	
	54	44	78	65	99	62
	45	32	25	53	36	87
	88	65	42	72	88	69
	77	86	96	34		
	77	98	42	12		
	98	63	78	87		
	35	88	88	97		
	56	89	88	77	75	86

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6.) Cells containing comments always display a red triangle in the upper right corner, even if comments have been "hidden". It's particularly helpful in such cases, as it allows discovery of even hidden comments. If I "float" my cursor over such a red triangle-marked cell, the comment "pops up" as seen at right:

ABC   Research   Thesaurus   Spelling   Translate

Proofing

New Comment   Delete   Previous   Next   Show/Hide Comment   Show All Comments   Show Ink   Pro... Sh...

Comments

J6			fx				
	A	B	C	D	E	F	G
1	Client 1	54	44	78	65	99	62
2	Client 2	45	32	25	53	36	87
3	Client 3	88	65	42	72	88	69
4	Client 4	77	86	96	34		
5	Client 5	77	98	42	12		
6	Client 6	98	63	78	87		
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