

Adding, Viewing, and Deleting Comments

The Comments feature lets you add comments to your cells as if you were attaching a yellow sticky note to your spreadsheet. You type your comments in the comment bubble, shown in Figure 1-11. The comments do not print out, but a small triangle appears in the upper right corner of the cell to indicate that a comment is present. You can view a comment by moving your pointer over the cell containing the comment. Figure 1-12 shows the result of moving your pointer over cell C3.

	A	B	C	D	E	F
1						
2						
3			Bob's Boats			
4			Sales Report			
5						
6			This is the sales report for the past three years.			
7	Region 1					
8	Region 2					
9	Region 3					
10	Region 4		5647	4536	890	
11	Region 5		9284	890	1000	

Figure 1-11: The Comment Bubble

	A	B	C	D	E
1					
2					
3			Bob's Boats		
4			Sales Report		
5					
6			1997 This is the sales report		1997
7	Region 1		107 for the past three years.		189
8	Region 2		2599	500	798
9	Region 3		3456	1000	723
10	Region 4		5647	4536	890
11	Region 5		9284	890	1000

Figure 1-12: The Comments Feature in Cell C3

METHOD

To add a comment:

1. Select the cell to contain the comment and right-click the mouse.
2. From the QuickMenu, choose Insert Comment.
3. In the comment bubble, type your comment.
4. Click outside the comment bubble.