

To view a comment:

1. Place the pointer over the small triangle in the upper right of the cell containing the comment.

To delete a comment:

1. Select the cell containing the comment and right-click the mouse.
2. From the QuickMenu, choose Delete Comment.

EXERCISE

In the following exercise, you will add, view, and delete a comment from a cell.

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| 1. Select cell C3 | |
| 2. Right-click the mouse | <i>A QuickMenu appears.</i> |
| 3. Choose Insert Comment | <i>A comment bubble appears.</i> |
| 4. Inside the comment bubble, type This is the sales report for the past three years. | |
| 5. Click outside the comment bubble | <i>The comment bubble disappears and a small triangle appears in the upper right corner of the cell.</i> |
| 6. Place the pointer over cell C3 | <i>The message appears in a small box.</i> |
| 7. Select cell C3 | |
| 8. Right-click the mouse | <i>A QuickMenu appears.</i> |
| 9. Choose Delete Comment | <i>The comment is deleted.</i> |

END