

# INSERT COMMENTS IN EXCEL 2010

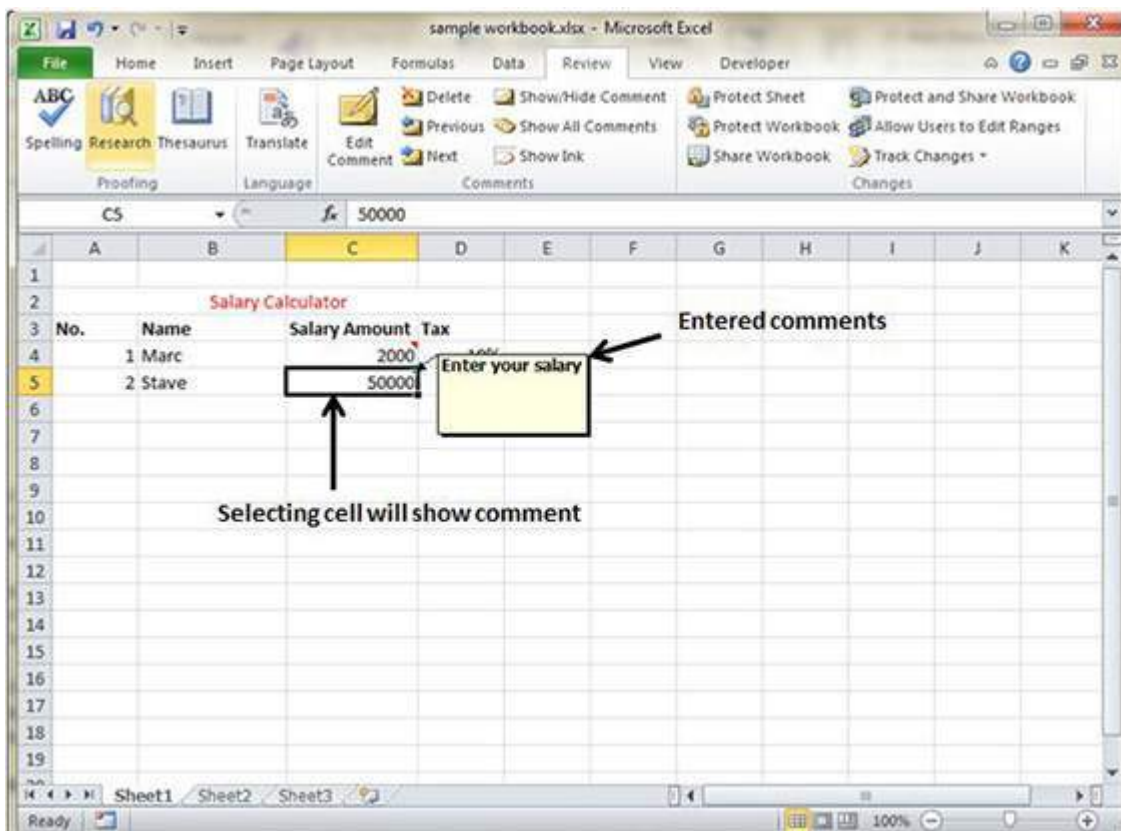
## Adding comment to cell

Adding comment to cell helps in understanding the purpose of cell, what input it should have, etc. It helps in proper documentation

To add comment to cell select the cell and perform any of the action below

- Choose Review » Comments » New Comment
- Right-click the cell and choose Insert Comment from available options.
- Press Shift+F2

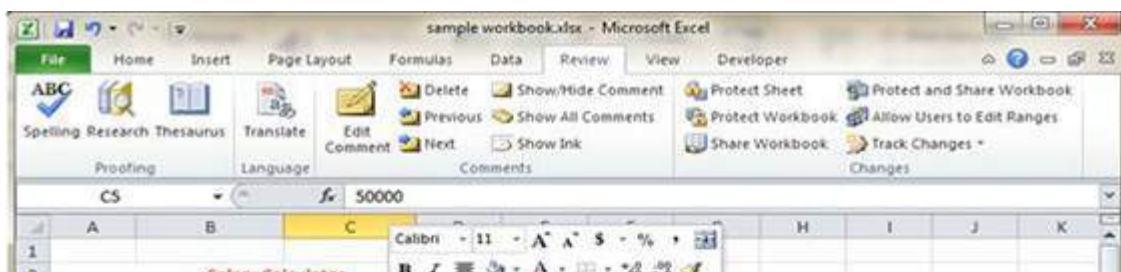
Initially comment consist of Computer's user name. You have to modify it with text for the cell comment

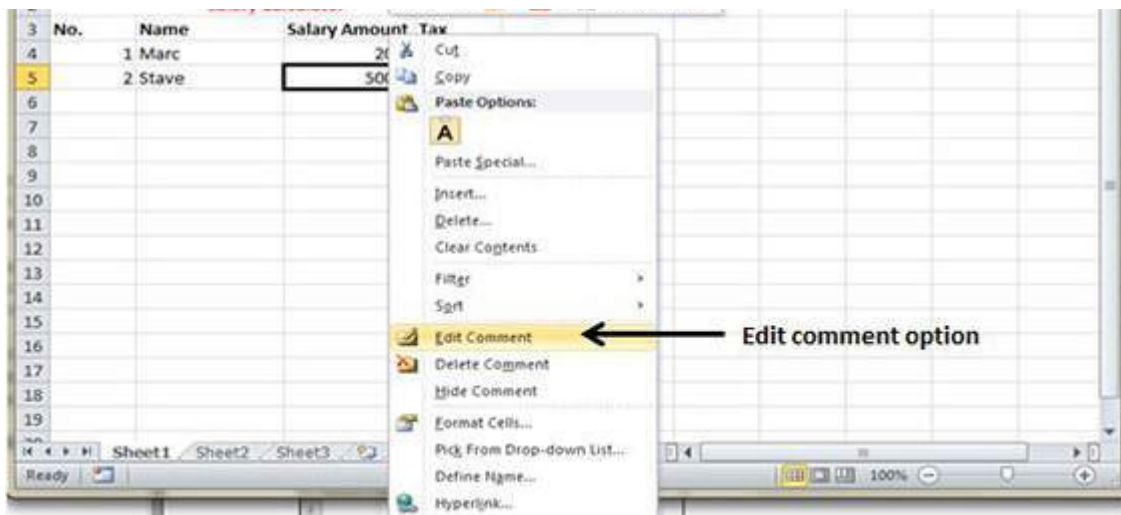


## Modifying comment

You can modify the comment you entered before as below.

- Select the cell on which comment appears.
- Right-click the cell and choose Edit Comment from available options.
- Modify the comment





## Formatting comment

You can do several formatting of comments. For formatting comment **Right click on cell » Edit comment » Select comment » Right click on it » Format comment** With formatting of comment you can change color, font, size, etc of the comment.

