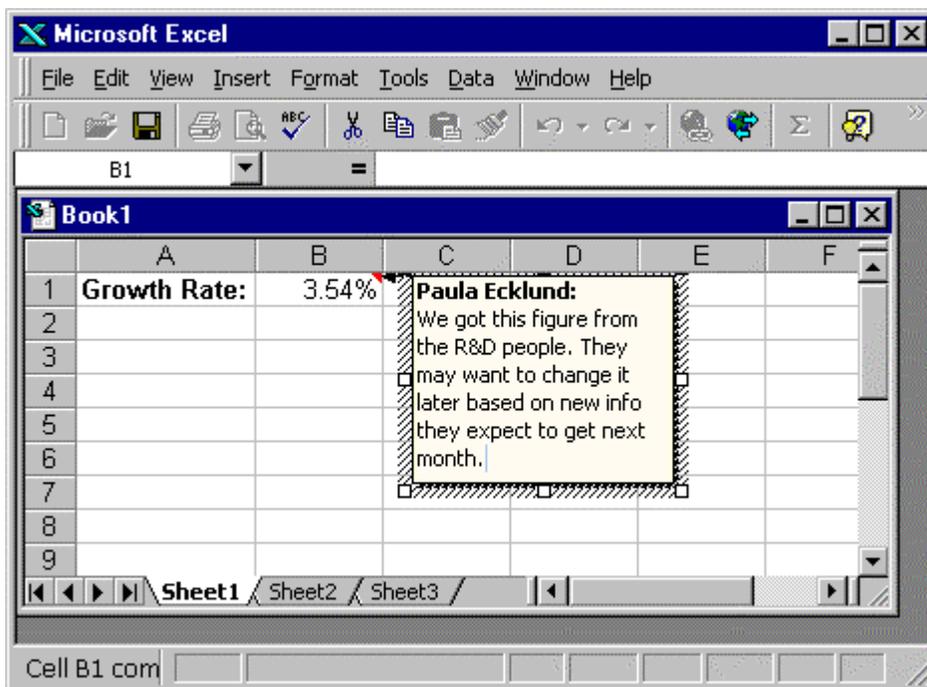


## VIII. Documenting

### Adding comments to cells

Documenting your worksheets makes them easier to use. Appropriate cell labels, list headers, cell and range names, and even entire pages of explanation can be useful. In addition to these more obvious ways of documenting a spreadsheet, Excel also offers cell comments. A cell comment is a segment of text that's associated with a particular cell and can be displayed with the spreadsheet or made visible just when the user wants to see it.

To add a comment to a cell, click the cell and choose *Insert, Comment*. Excel provides a text box that floats on top of the worksheet in which to enter your comment. Note that whatever you've entered in *Tools, Options, User Name* automatically appears at the top of the comment text box as the author. You can erase this author designator from the text box entry if you choose.



To remove a comment from a cell, click the cell and choose *Edit, Clear, Comments*. To remove all comments from a worksheet at the same time, choose *Edit, Go To*, click *Special*, and then click *Comments*. Then select *Clear* and *Comments* on the edit menu.

You have a number of choices in how comments are displayed in your worksheet. By default, a cell with a comment will have a small red triangle in its upper right-hand corner and when you move the mouse pointer over the cell the comment will display.

To reset the comment display options choose *Tools, Options* and select the *View* tab. To hide comments, even when you rest the pointer over the cells that contain them, and also to clear the comment indicators from the upper-right corners of the cells with comments, choose *None*.

To display comments when you rest the pointer over cells that contain them, and also to show the comment indicators, choose *Comment indicator only*.

To display both comments and indicators regardless of the mouse pointer position, click *Comments & indicator*.

Hide an individual comment by right-clicking the cell that contains it and then choosing *Hide Comment*. To display all individually hidden comments, double-click the *Comments* entry on Excel's *View* menu.

*File, Page Setup* opens the dialog box below where on the *Sheet* tab you can choose how you want any spreadsheet comments to print. The default is not to print comments but you can choose to have them printed as they appear on the sheet (which might obscure parts of your spreadsheet) or at the end of the spreadsheet printout, similar to end notes.

