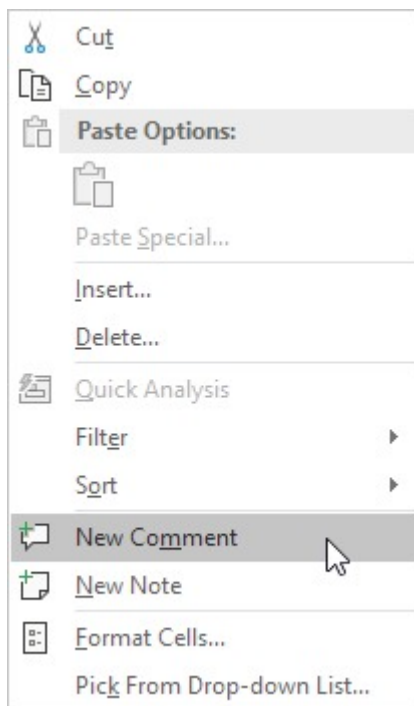# Comments in Excel

Insert a comment in Excel to start a conversation or to give feedback about the content of a cell. Old style comments are still available and are now called notes.

✦ Insert a Comment

To insert a comment, execute the following steps.

1. Select a cell.

2. Right click, and then click New Comment.

Tip: to insert an old style comment, click New Note.
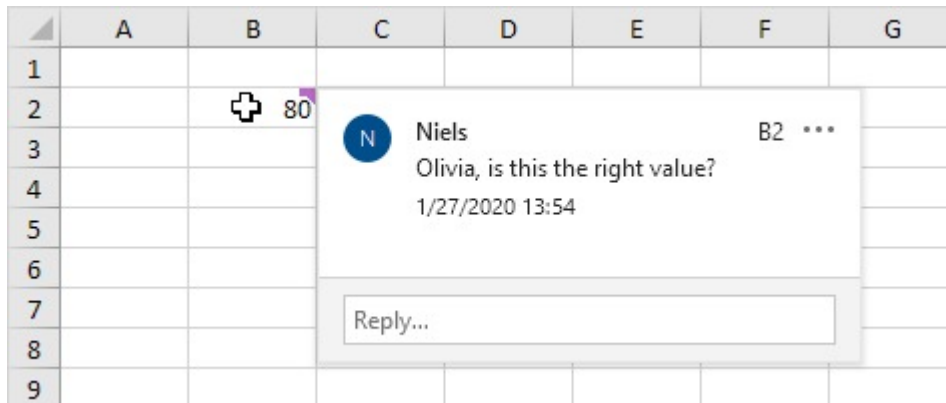
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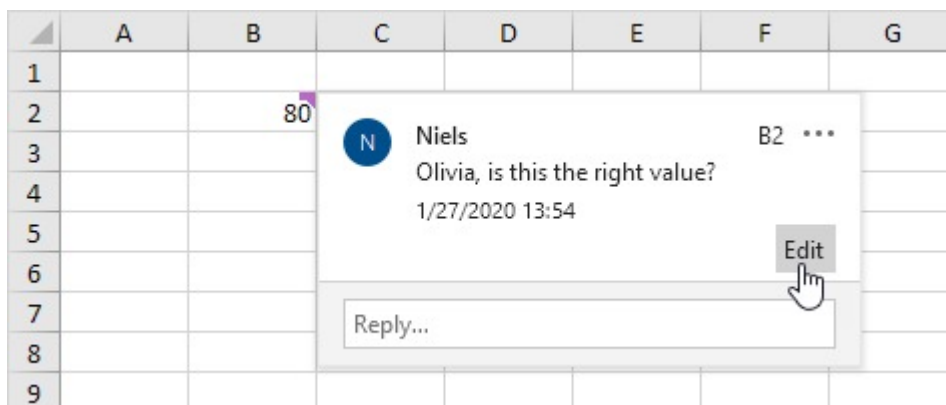3. Type your comment and post it.

Excel displays a purple indicator in the upper-right corner of the cell.
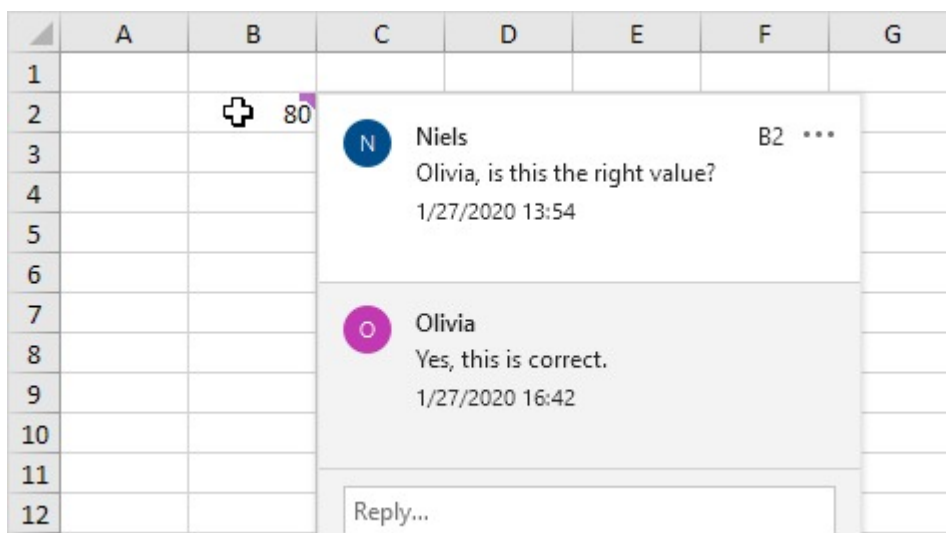
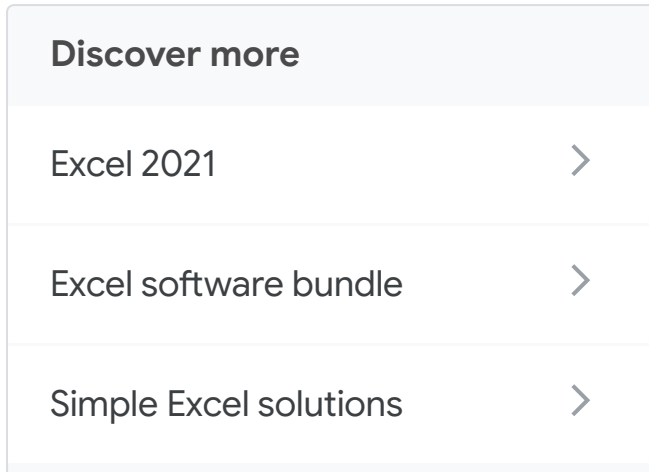4. Hover over the cell to view the comment.

5. To edit a comment, hover over the comment and click Edit.

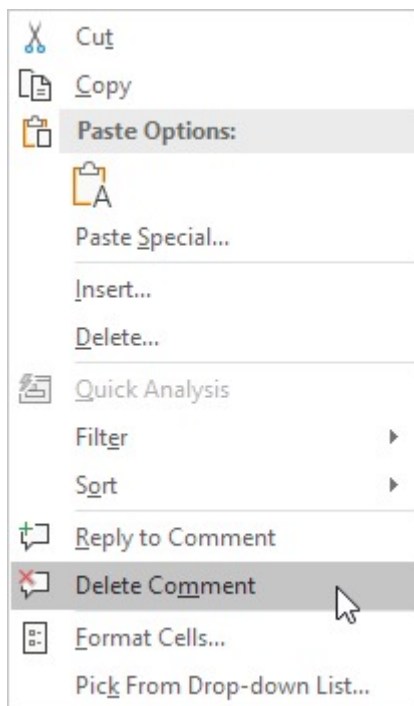6. Others can now reply to your comment.

Tip: use OneDrive to share your Excel file with other people.

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✦ Delete a Comment

To delete a comment, execute the following steps.

1. Select the cell with the comment.

2. Right click, and then click Delete Comment.

- ✂ Cut
- 🗋 Copy
- 📋 Paste Options:
  - 📋A
- Paste Special...
- Insert...
- Delete...
- Quick Analysis
- Filter ▶
- Sort ▶
- 🗩 Reply to Comment
- 🗩 Delete Comment
- 🔡 Format Cells...
- Pick From Drop-down List...

✦ Show Comments

To view all comments in an Excel file, execute the following steps.

1. On the Review tab, in the Comments group, click Show Comments.

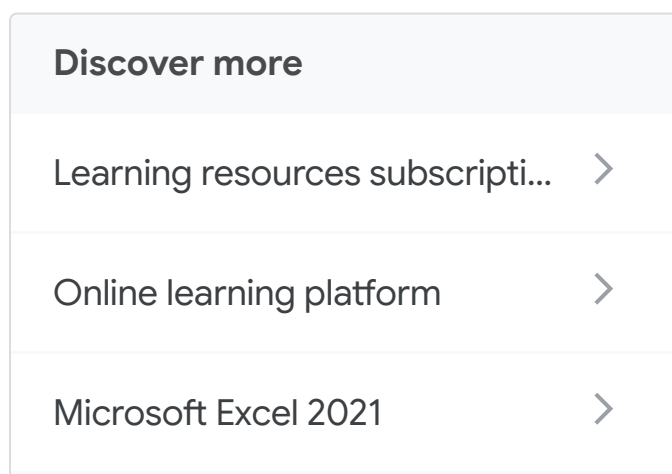| New Comment | Delete | Previous Comment | Next Comment | Show Comments | Notes |

Comments

Notes
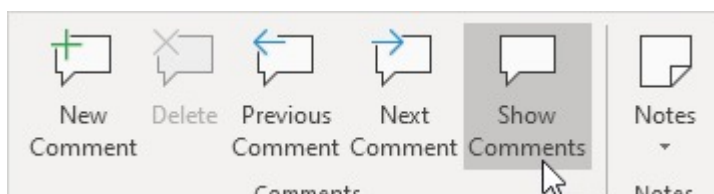
Tip: instead of using the Review tab, simply click the Comments button in the upper-right corner of the ribbon.
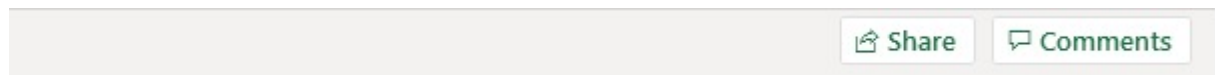
Excel opens the Comments pane with all comments in this Excel file.
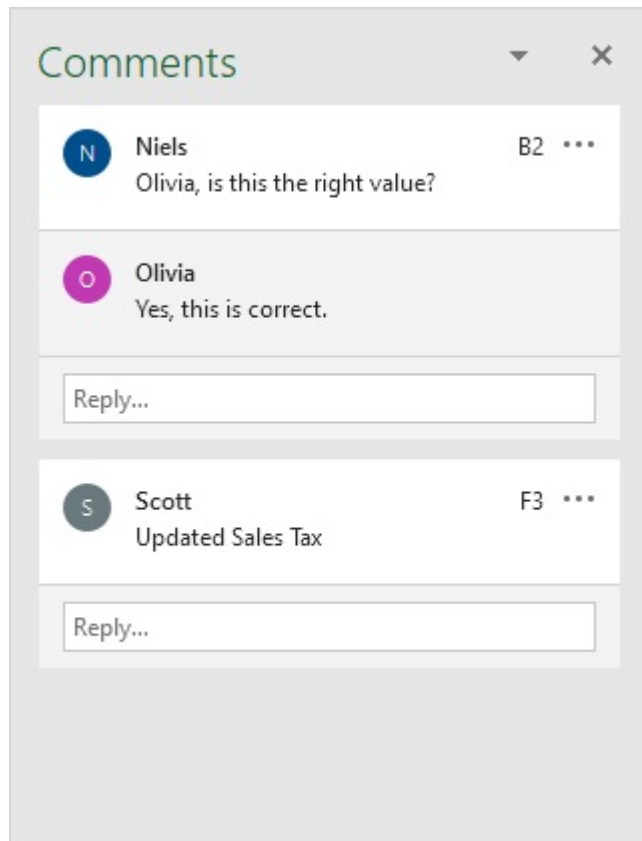
Tip: you can also use this pane to edit, reply to, and delete comments.

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