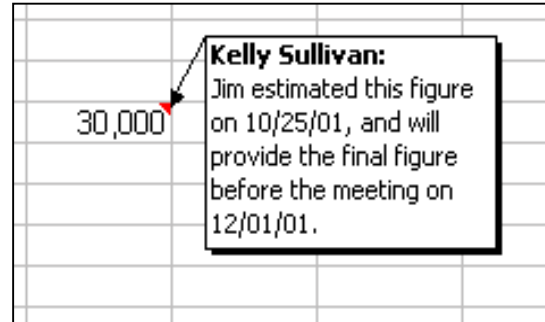

Marlatt Consulting

Excel's Comments can help you remember...or explain!

Excel allows you to add pop-up comments to any cell in a spreadsheet to help you remember, document, or reference information. It's like a sticky note, only better!

Have you ever had to explain portions of an Excel spreadsheet, over and over again, to all that see it? Wouldn't it be nice to put a sticky note on the file that others could read as soon as their question arises?

Comments can help keep track of information like who requested the information, where you got that figure, what the formula is calculating, or that a follow-up action is still required.

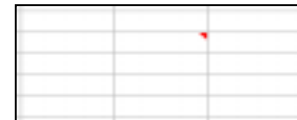


Excel's Comments are easy to add, reference, edit, format and remove as needed. You can even color-code them for quick assessment.

Adding, formatting, and removing Comments is just a right-click away:

Go to any cell in an Excel spreadsheet, right-click and choose INSERT COMMENT or choose the INSERT drop down menu and then choose COMMENT, and start typing.

Once comments are created, they are indicated with a red mark in the upper right hand corner of the cell that was selected when the comment was created.



Just move your cursor over the cell and the comment will pop up automatically for review. Right-click in the comment's cell, choose Show Comment, and Excel will display your comment on screen at all times.

You can right-click in the comment's cell, choose Edit Comment, right-click on the Comment's border, and choose Format Comment to select the size, color, font, alignment, orientation, and more.

To remove a comment, just right-click in the comment's cell, and choose Delete Comment.

Tip Note: This tip was tested in Excel97

If you have any questions regarding the above information, consult your Excel manual or call Marlatt Consulting for assistance.