

# Excel 2019 (Part 24): Comments and Co-authors

Excel offers two powerful features that allow you to work with others on the same spreadsheet: Commenting and Co-authoring.

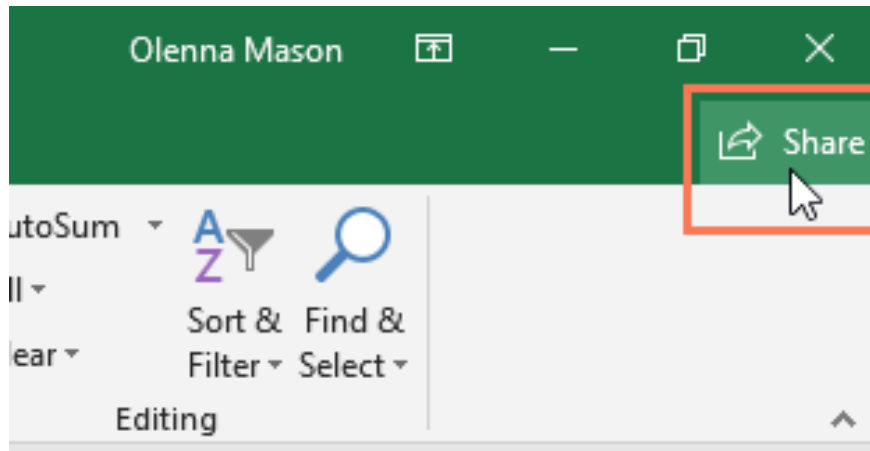
You might sometimes be working on a workbook and find that you need help from someone else. Excel offers two powerful features that allow you to work with others on the same spreadsheet: Commenting and Co-authoring.

The Track Changes feature can also be useful for reviewing changes before making them permanent. It's still available in Office 365, but is currently hidden by default. You can learn more about: [How to use Track Changes in Excel here](#).

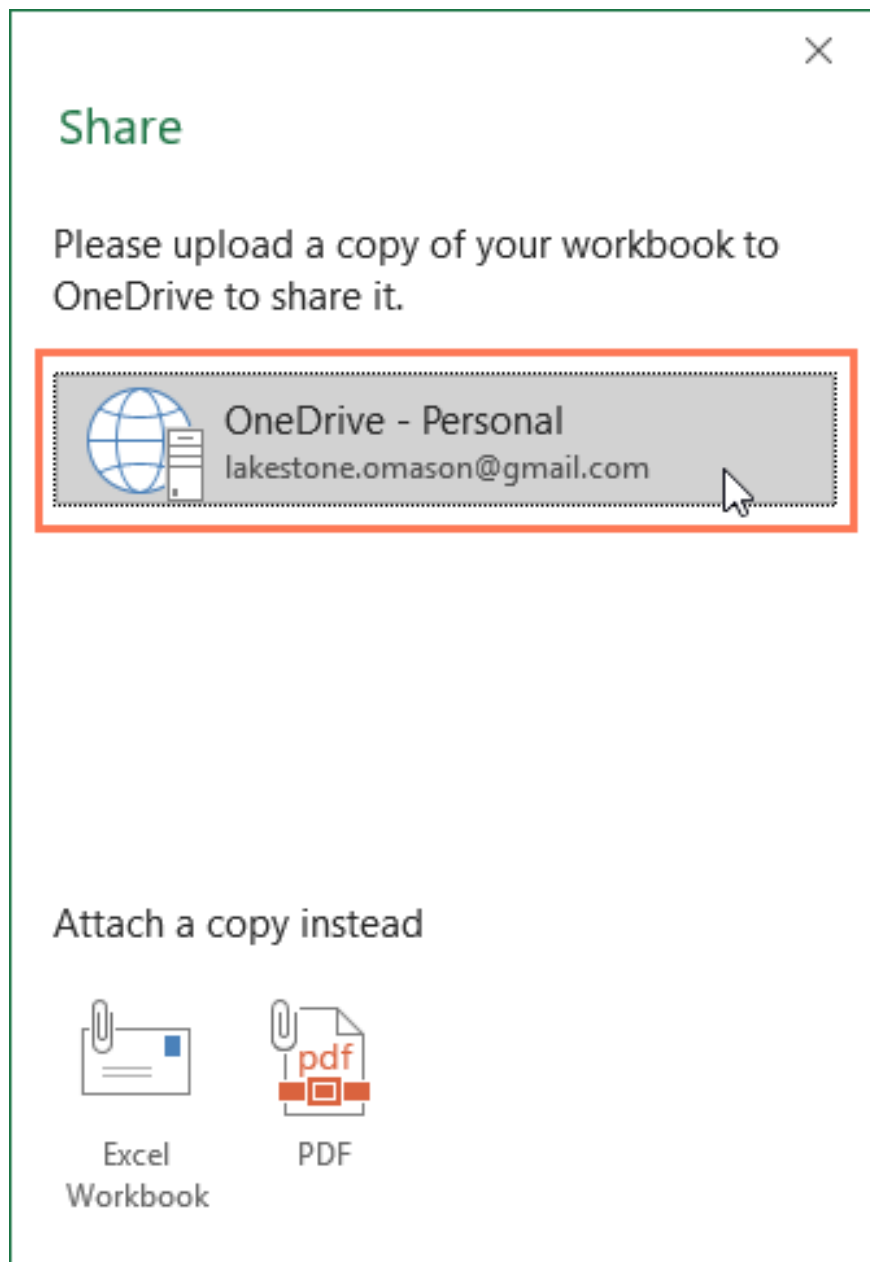
## Share the workbook with others.

To get others to collaborate on a workbook, you first need to share it with them.

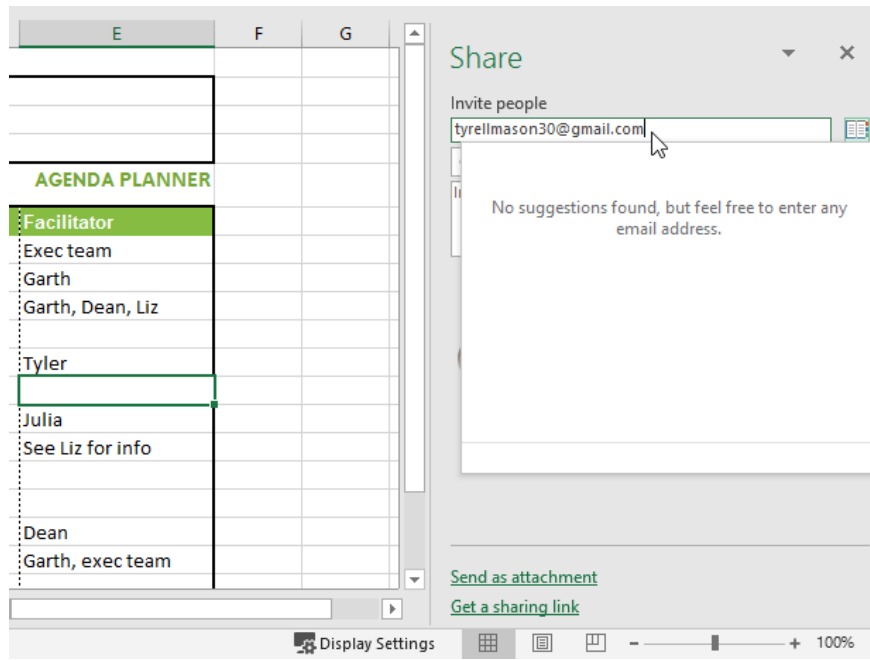
1. Click the **Share** button in the upper right corner.



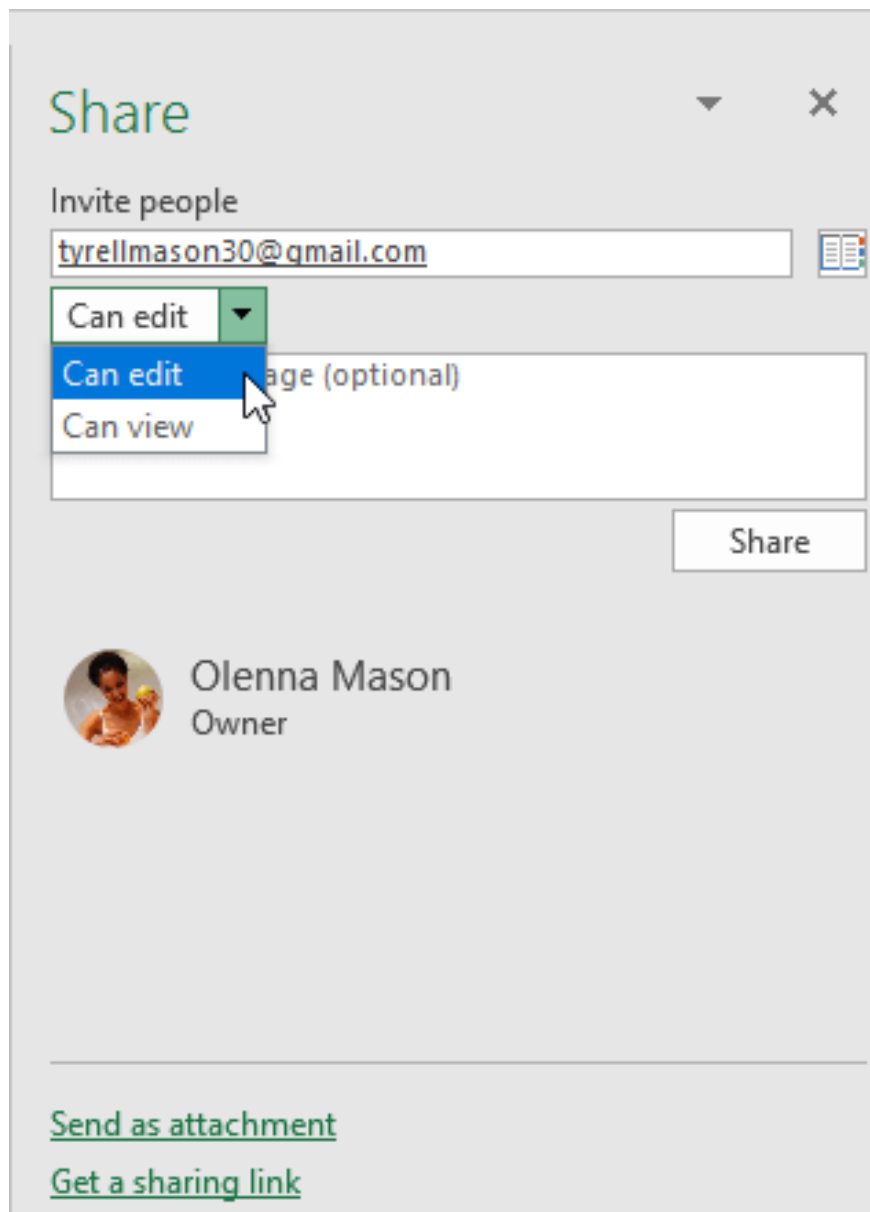
2. Click on the **OneDrive** option linked to your account to upload your workbook.



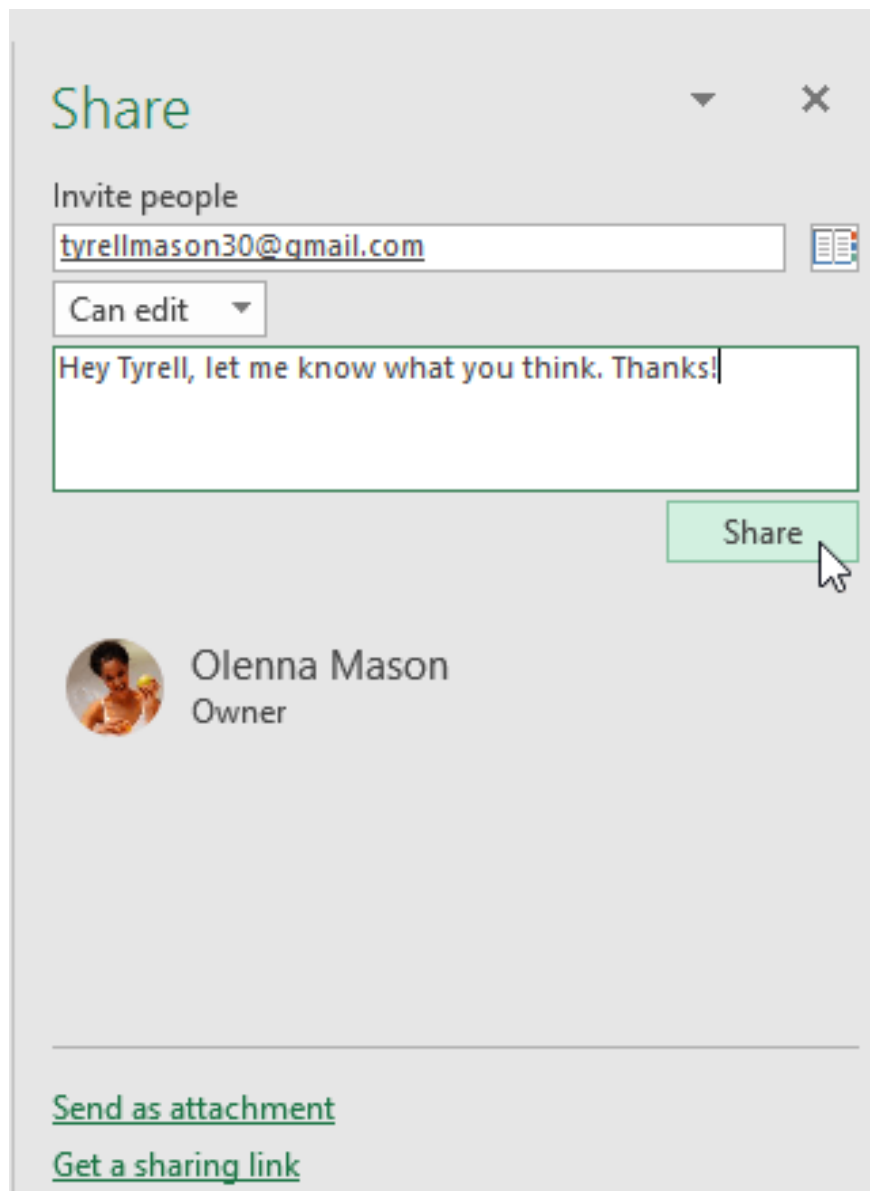
**3. The Share** panel will appear on the right side of the screen. Enter the email address of the person you want to share the workbook with.



4. Select "**Can edit**" from the drop-down menu to allow this person to edit the workbook.



5. Enter a message if desired, then click **Share**.



6. Collaborators will now be able to access the workbook.

## Comment

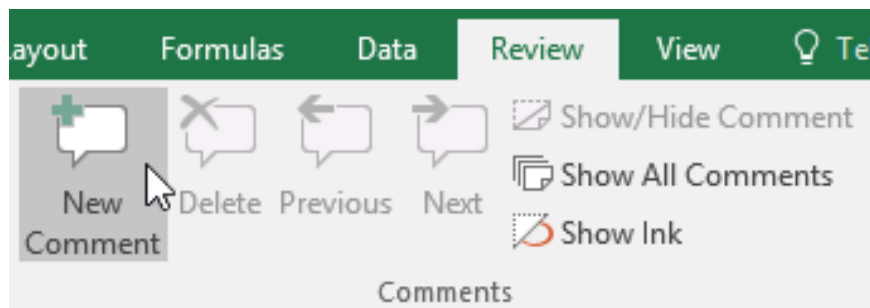
One way to collaborate on a workbook is through comments. Sometimes you might want to provide feedback or ask a question without editing the cell's content. You can do this by adding a comment.

### How to add a comment

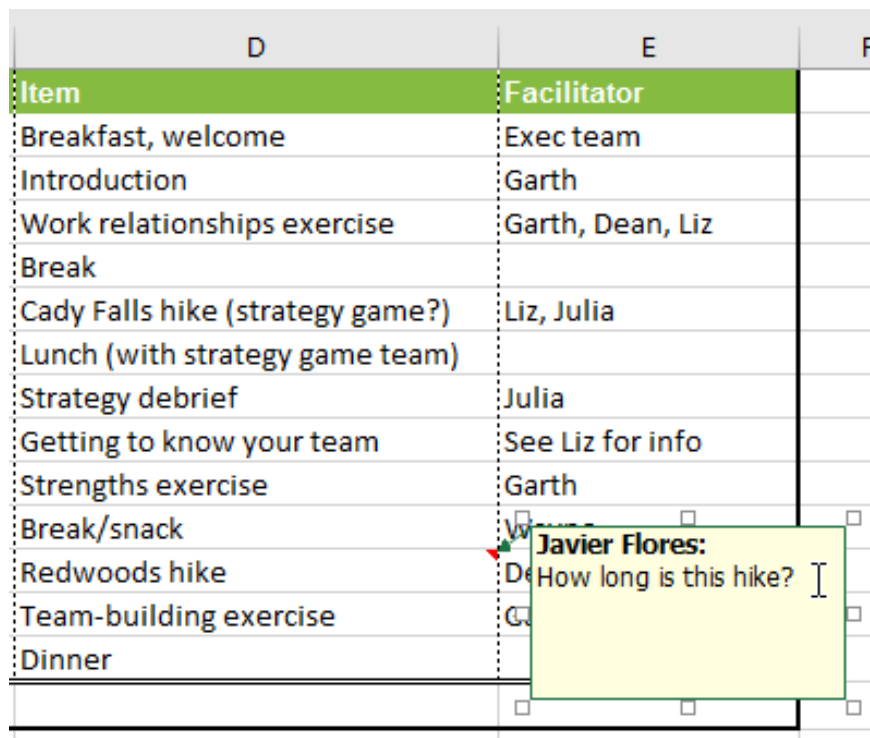
1. Select the cell where you want the comment to appear. For example, select cell **D17**.

	A	B	C	D	E
6	Start	End	Length	Item	Facilitator
7	8:00 AM	9:00 AM	1:00	Breakfast, welcome	Exec team
8	9:00 AM	9:30 AM	0:30	Introduction	Garth
9	9:30 AM	10:30 AM	1:00	Work relationships exercise	Garth, Dean, Liz
10	10:30 AM	10:45 AM	0:15	Break	
11	10:45 AM	12:45 PM	2:00	Cady Falls hike (strategy game?)	Liz, Julia
12	12:45 PM	1:45 PM	1:00	Lunch (with strategy game team)	
13	1:45 PM	2:00 PM	0:15	Strategy debrief	Julia
14	2:00 PM	3:00 PM	1:00	Getting to know your team	See Liz for info
15	3:00 PM	4:00 PM	1:00	Strengths exercise	Garth
16	4:00 PM	4:30 PM	0:30	Break/snack	Wayne
17	4:00 PM	5:00 PM	1:00	Redwoods hike	Dean
18	5:00 PM	6:00 PM	1:00	Team-building exercise	Garth, exec team
19	7:00 PM	8:00 PM	1:00	Dinner	
20	Total		11:30		

2. From the **Review** tab , click the **New Comment** command.



3. A comment box will appear. Enter your comment, then click anywhere outside the box to close the comment.



4. Comments will be added to the box, indicated by the red triangle in the upper right corner.

D	E
Getting to know your team	See Liz for info
Strengths exercise	Garth
Break/snack	Wayne
Redwoods hike	Dean
Team-building exercise	Garth, exec team
Dinner	

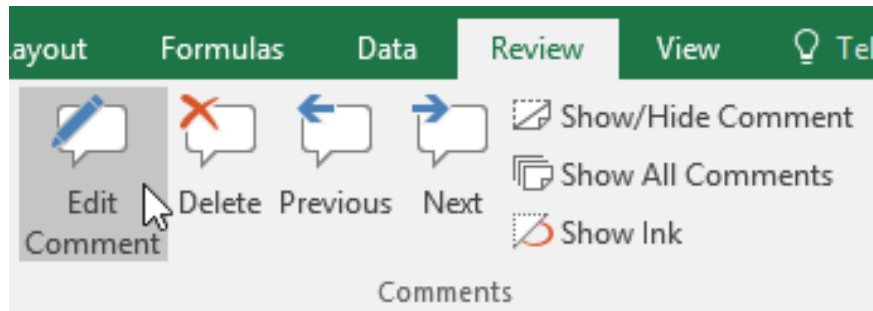
5. Select the box again to view the comment.

D	E	F
<b>Item</b>	<b>Facilitator</b>	
Breakfast, welcome	Exec team	
Introduction	Garth	
Work relationships exercise	Garth, Dean, Liz	
Break		
Cady Falls hike (strategy game?)	Liz, Julia	
Lunch (with strategy game team)		
Strategy debrief	Julia	
Getting to know your team	See Liz for info	
Strengths exercise	Garth	
Break/snack	Wayne	
Redwoods hike	Dean	
Team-building exercise	Garth	
Dinner		

**Javier Flores:**  
How long is this hike?

## How to edit a comment

1. Select the cell containing the comment you want to edit.
2. From the **Review** tab , click the **Edit Comment** command.



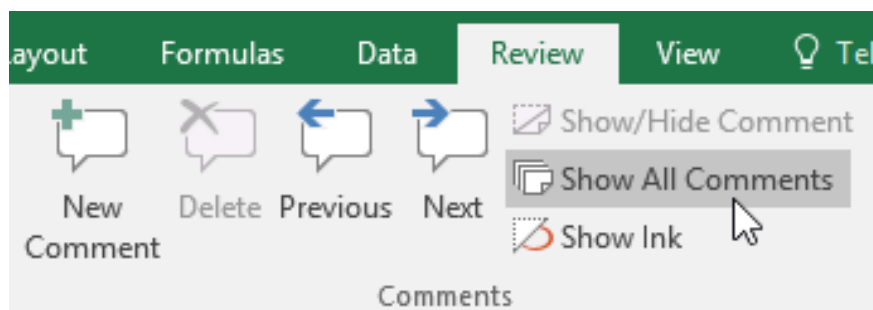
3. A comment box will appear. Edit your comment as desired, then click anywhere outside the box to close the comment.

D	E	F
<b>Item</b>	<b>Facilitator</b>	
Breakfast, welcome	Exec team	
Introduction	Garth	
Work relationships exercise	Garth, Dean, Liz	
Break		
Cady Falls hike (strategy game?)	Liz, Julia	
Lunch (with strategy game team)		
Strategy debrief	Julia	
Getting to know your team	See Liz for info	
Strengths exercise	Garth	
Break/snack		
Redwoods hike		
Team-building exercise		
Dinner		

**Javier Flores:**  
 How long is this hike?  
 Liz told me it was only 1 mile.

### How to show or hide comments

1. From the **Review** tab, click the **Show All Comments** command to view all comments in the worksheet at once.



2. All comments in the spreadsheet will appear. Click the **Show All Comments** command again to hide them.

D	E	F	G	H
<b>Item</b>	<b>Facilitator</b>			
Breakfast, welcome	Exec team			
Introduction	Garth			
Work relationships exercise	Garth, Dean, Liz			
Break				
Cady Falls hike (strategy game?)	Liz told me it was only 1 mile.			
Lunch (with strategy game team)	Javier Flores: I think the game during the hike will be enough.	Javier Flores: Julia might be willing to lead this activity.		
Strategy debrief	Ju			
Getting to know your team	Se			
Strengths exercise	Garth			
Break/snack	Wayne			
Redwoods hike	Dean			
Team-building exercise	Garth, exec team			
Dinner				

You can also choose to show and hide individual comments by selecting the desired cell and clicking the **Show/Hide Comment** command .

The screenshot shows the Microsoft Excel ribbon with the 'Review' tab selected. The 'Comments' group contains the following buttons: Edit Comment, Delete Comment, Previous Comment, Next Comment, Show/Hide Comment (highlighted), Show All Comments, and Show Ink. Below the ribbon, a spreadsheet is displayed with the following data:

C	D	E	F
<b>Length</b>	<b>Item</b>	<b>Facilitator</b>	
1:00	Breakfast, welcome	Exec team	
0:30	Introduction	Garth	
1:00	Work relationships exercise	Garth, Dean, Liz	
0:15	Break		
2:00	Cady Falls hike (strategy game?)	Liz told me it was only 1 mile.	
1:00	Lunch (with strategy game team)	Javier Flores: I think the game during the hike will be enough.	
0:15	Strategy debrief	Ju	
1:00	Getting to know your team	Se	
1:00	Strengths exercise	Garth	
0:30	Break/snack	Wayne	
1:00	Redwoods hike	Dean	
1:00	Team-building exercise	Garth, exec team	
1:00	Dinner		
11:30			

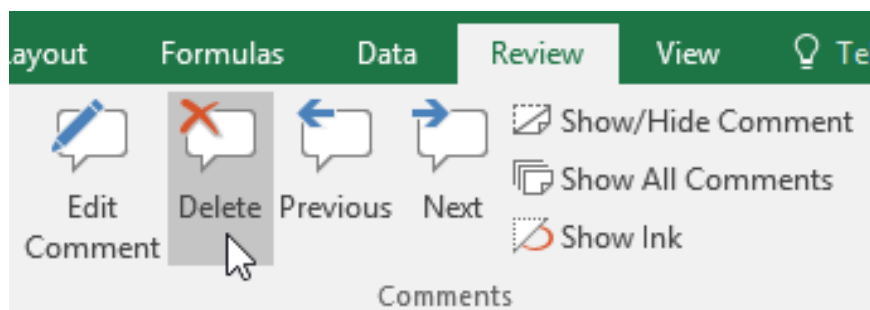
## How to delete a comment

1. Select the cell containing the comment you want to delete. For example, select cell **E13**.

D	E	F	G	H
Item	Facilitator			
Breakfast, welcome	Exec team			
Introduction	Garth			
Work relationships exercise	Garth, Dean, Liz			
Break				
Cady Falls hike (strategy game?)	Liz, Julia			
Lunch (with strategy game team)				
Strategy debrief	Julia			
Getting to know your team	See Liz for info			
Strengths exercise	Garth			
Break/snack	Wayne			
Redwoods hike	Dean			
Team-building exercise	Garth, exec team			
Dinner				

**Javier Flores:**  
Julia might be willing to lead this activity.

2. From the **Review** tab , click the **Delete** command in the **Comments** group.



3. Comments will be deleted.

D	E	F
<b>Item</b>	<b>Facilitator</b>	
Breakfast, welcome	Exec team	
Introduction	Garth	
Work relationships exercise	Garth, Dean, Liz	
Break		
Cady Falls hike (strategy game?)	Liz, Julia	
Lunch (with strategy game team)		
Strategy debrief	Julia	
Getting to know your team	See Liz for info	
Strengths exercise	Garth	
Break/snack	Wayne	
Redwoods hike	Dean	
Team-building exercise	Garth, exec team	
Dinner		


## Co-author

Another collaboration tool is co-authoring, which allows others to view and edit your workbook in real time. This makes collaborating on the workbook with your team easier and faster. After sharing the workbook with others, they will have co-authoring rights.

Real-time co-authoring requires an Office 365 subscription .

When you apply co-authoring to a workbook, you can see who else is working on it because each person will have their own color. If you want to see who is currently editing the workbook, you can hover over the activity to see their name.

	A	B	C	D	E
1					
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**Event:** Team-Building Retreat  
**Location:** Waverly Point Nature Preserve  
**Date:** August 10, 2016

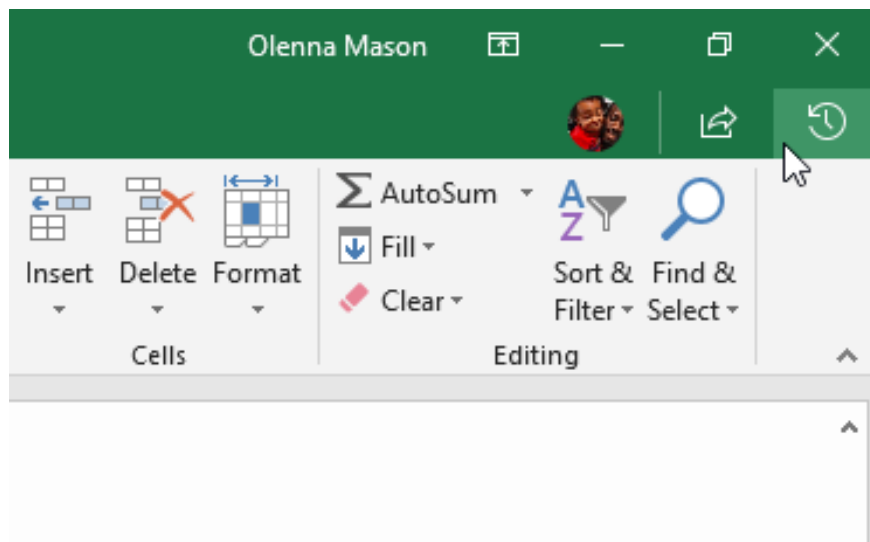
AGENDA PLANNER

Start	End	Length	Item	Facilitator
8:00 AM	9:00 AM	1:00	Breakfast, welcome	Exec team
9:00 AM	9:30 AM	0:30	Introduction	Garth
9:30 AM	10:30 AM	1:00	Work relationships exercise	Garth, Dean, Liz
10:30 AM	10:45 AM	0:15	Break	
10:45 AM	12:45 PM	2:00	Cady Falls hike (strategy game?)	Tyler
12:45 PM	1:45 PM	1:00	Lunch (with strategy game team)	
1:45 PM	2:00 PM	0:15	Strategy debrief	Tyrell Mason
2:00 PM	3:00 PM	1:00	Getting to know your team	See Liz for info
3:00 PM	4:00 PM	1:00	Strengths exercise	
4:00 PM	4:15 PM	0:15	Break/snack	
4:15 PM	5:00 PM	0:45	Redwoods hike	Dean
5:00 PM	6:00 PM	1:00	Team-building exercise	Garth, exec team
6:00 PM	8:00 PM	2:00	Dinner	
<b>Total</b>		<b>12:00</b>		

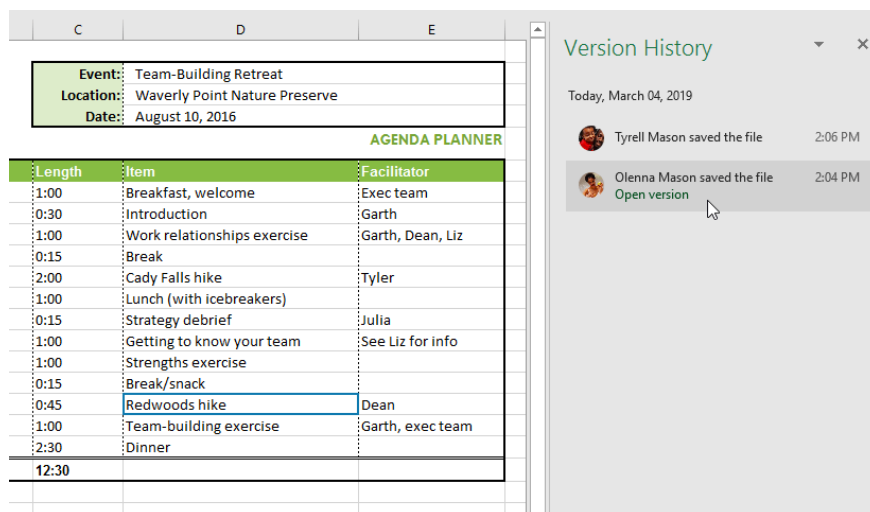
## Restore previous version

When you or anyone else makes changes to the workbook, those changes are saved automatically. However, if you are not satisfied with the changes, you can always revert to a previous version.

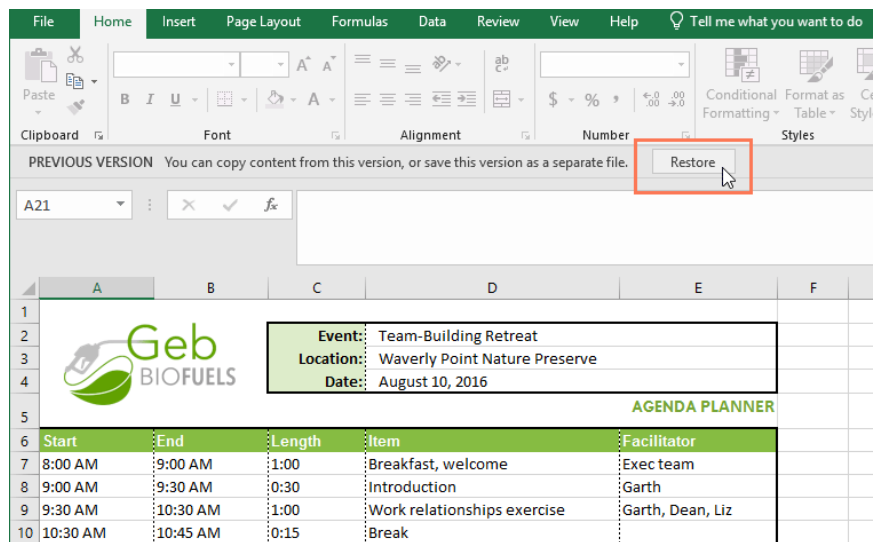
1. Click the clock icon next to the **Share** button.



2. The **Version History** panel will appear on the right side of the screen. Double-click the version you want to restore.



3. Once you've decided this is the version you want, click **Restore**.



4. The previous version will be restored.

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