

# How to add notes and comments on Google Sheets quickly

Google Sheets is not just for entering data, it also allows you to take notes and share information right in the spreadsheet. Understanding the difference between notes and comments will help you work more effectively as a team.

Want to add notes to cells or give feedback directly in Google Sheets? This guide will help you do it easily, improving your ability to collaborate on spreadsheets.

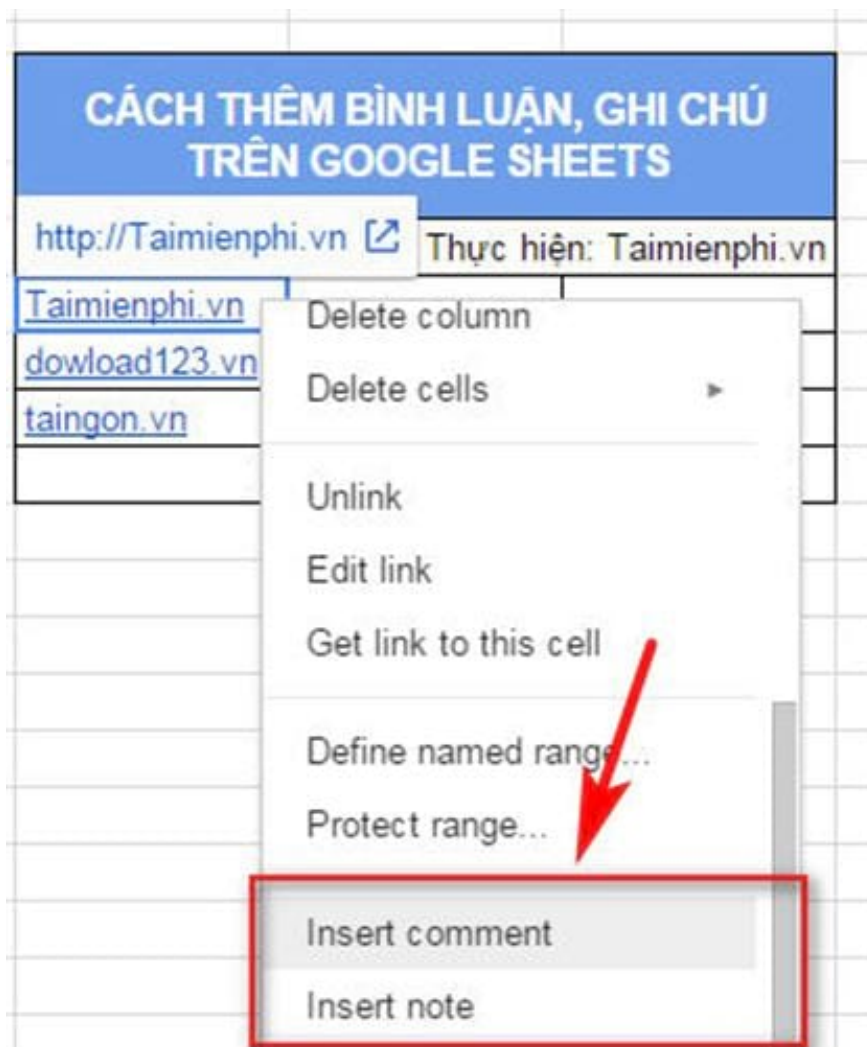
## Steps to follow

*Step 1* : Open the spreadsheet.

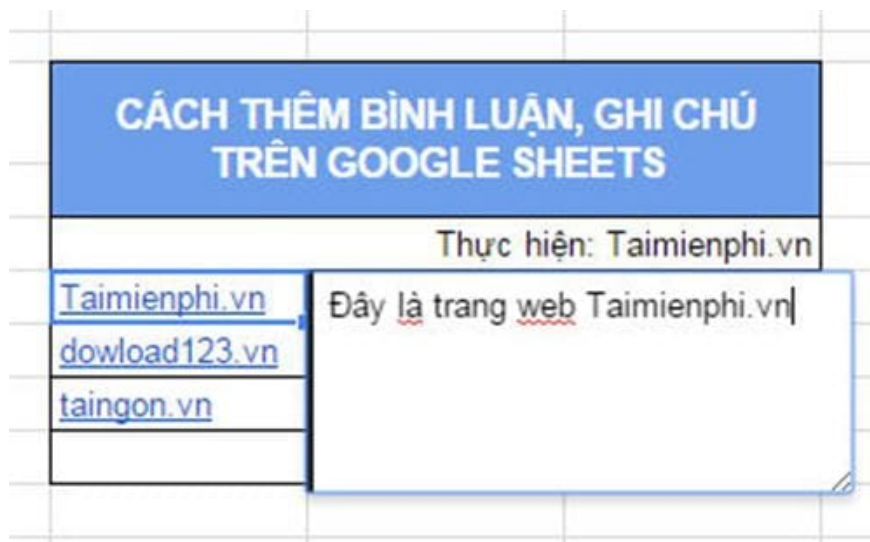
*Step 2* : Select the cell where you want to add a note/comment.



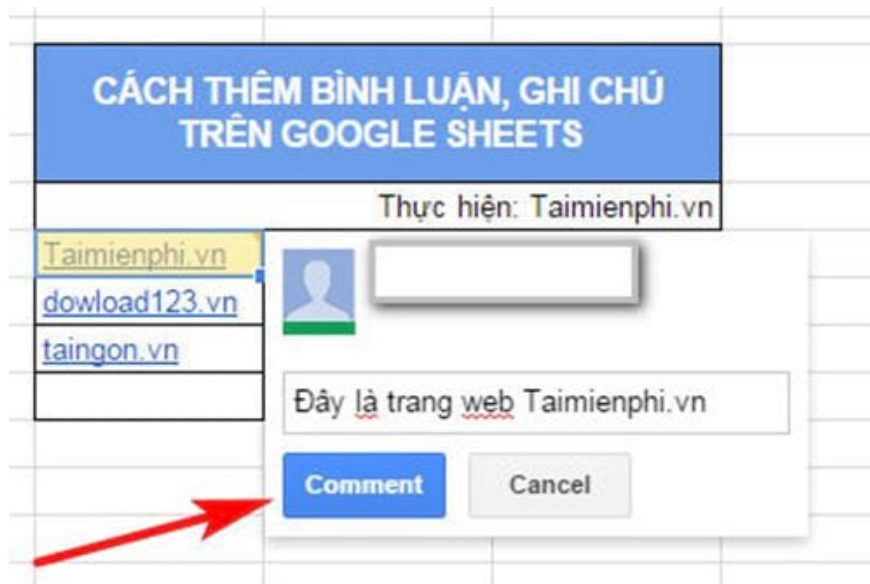
*Step 3*: Right-click on the highlighted part, select **Insert Comment** if you want to add a comment, select **Insert Note** if you want to add a note.



Step 4: Start typing your notes/comments.



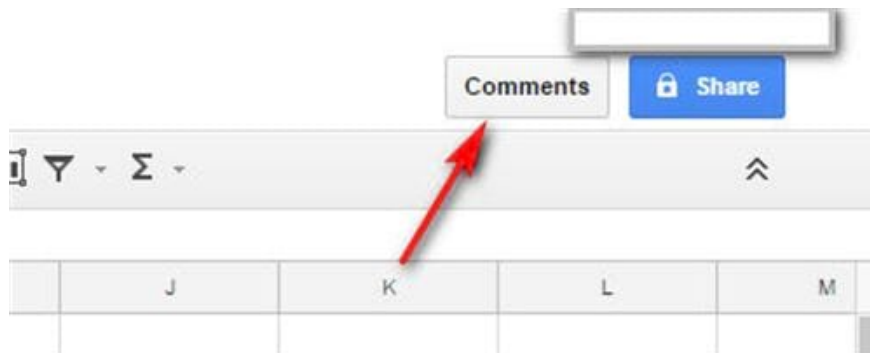
- If you enter a note, after entering it, just select another cell.
- If you enter a comment, after you finish entering it, click **Comment** to complete.



### How to view all comments

*Step 1* : Open your spreadsheet

*Step 2*: In the top right corner, click **Comments**



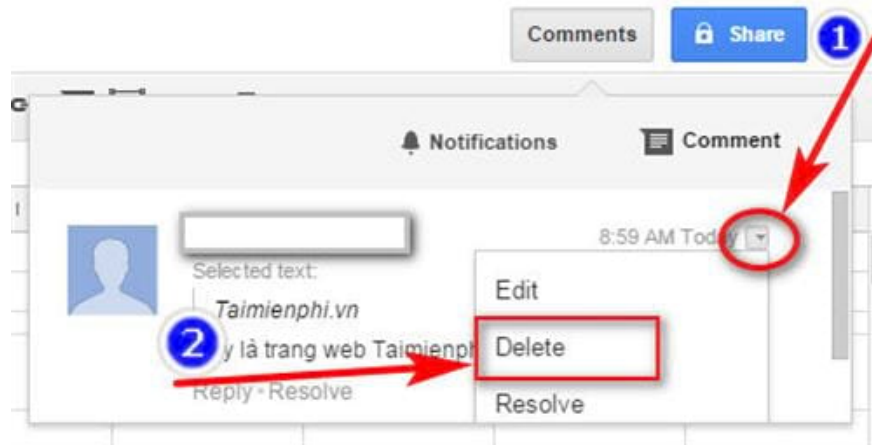
*Step 3* : To close, click **Comments** again.

### How to delete comments

*Step 1*: Open your spreadsheet.

*Step 2*: Click on **Comment** as instructed above

*Step 3* : Select the comment you want to delete, click on the arrow and then select **Delete** to delete.



Using notes and comments in Google Sheets helps you manage data and communicate more effectively. Take advantage of these features to collaborate better on Google Drive.

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