

How to use notes in Microsoft Excel

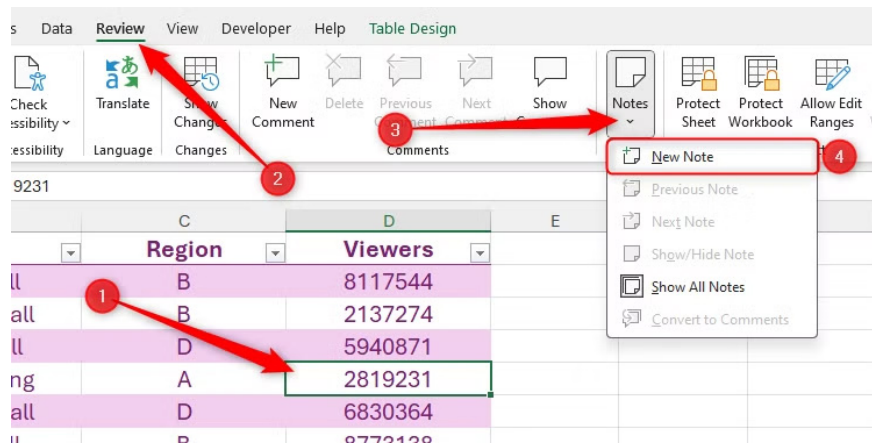
Comments in Microsoft Excel are simple text messages associated with individual cells. They are often used to add context to the cell's contents, explaining a few small details about the cell.

Notes in Microsoft Excel are simple text that are associated with each cell. They are often used to add context to the cell's contents, explaining a few small details about the cell. Notes in Microsoft Excel are only available in Office 365 for you to choose from. Here are instructions for adding notes in Microsoft Excel.

Instructions for adding notes in Excel 365

Step 1:

Users **click on the cell where they want to add a note** , then select **the Review tab** and then click on **Notes > New Note** to add.



Step 2:

Now the user will see **a square box to add notes** as shown below. You enter the note content as usual.

	B	C	D	E	F
	Sport	Region	Viewers		
	Softball	B	8117544		
	Basketball	B	2137274		
	Football	D	5940871		
	Swimming	A	2819231		
	Basketball	D	6830364		
	Softball	B	8773138		
	Football	C	5323792		
	Softball	C	1805263		

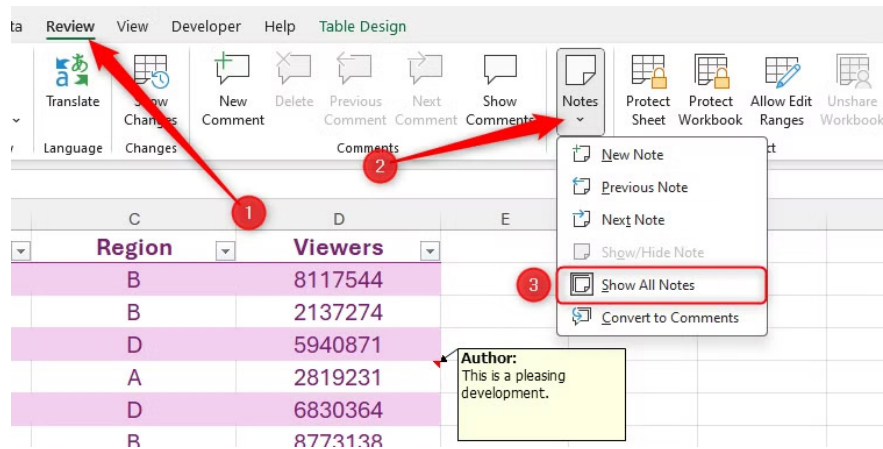
Step 3:

To change the format of the note content in Excel , highlight the content , right-click and click **Format Comment** in the displayed list.

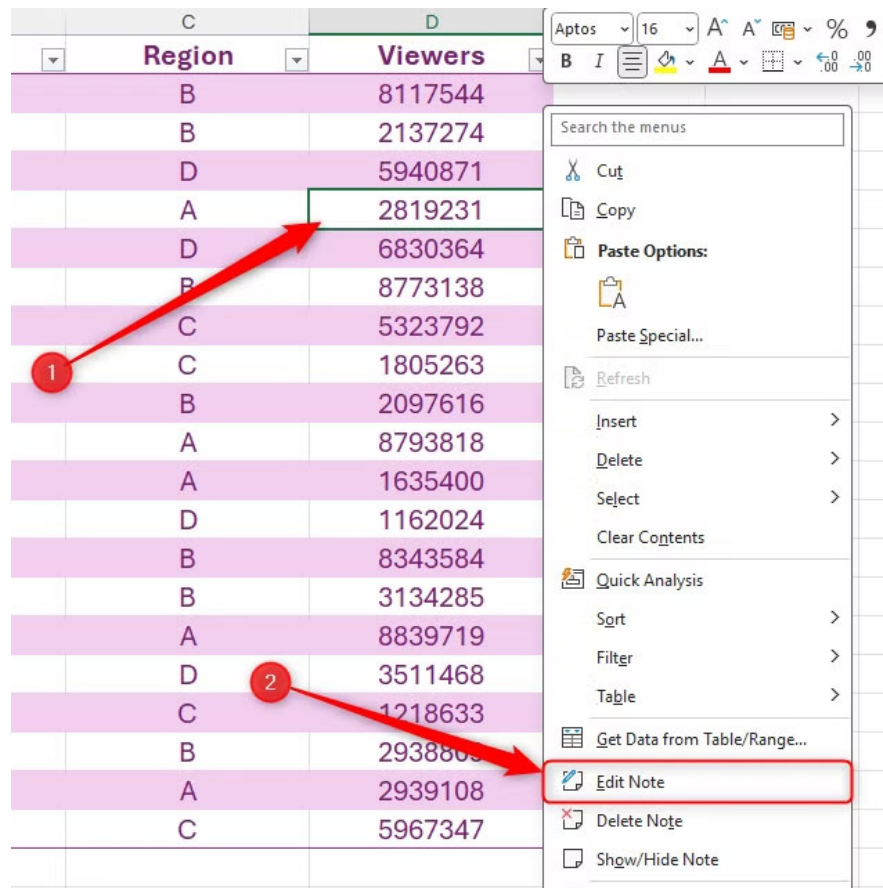
	C	D	E	F	G	H
	Region	Viewers				
	B	8117544				
	B	2137274				
	D	5940871				
	A	2819231				
	D	6830364				
	B	8773138				
	C	5323792				
	C	1805263				
	B	2097616				
	A	8793818				
	A	1635400				
	D	1162024				
	B	8343584				
	B	3134285				
	A	8839719				
	D	3511468				
	C	1218633				
	B	2938809				

Step 4:

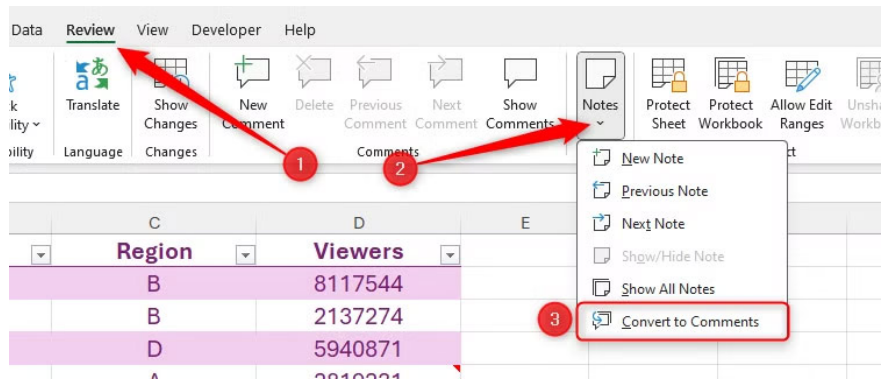
To display all notes added in Excel, click on **the Notes item** of the Review tab on the ribbon and then **click on Show All Notes** .



If you want to **edit** any note, right-click on the note and select **Edit Note** from the displayed list.



In Excel 365, users can **convert notes to annotations** . Click **Notes** and select **Convert All Notes** . Once converted to notes, they can tag friends or share with others.



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