

How to write notes, comments on Google Sheets

On Google Sheets has a comment writing feature, notes in the data box can help users understand the content while working online with many people.

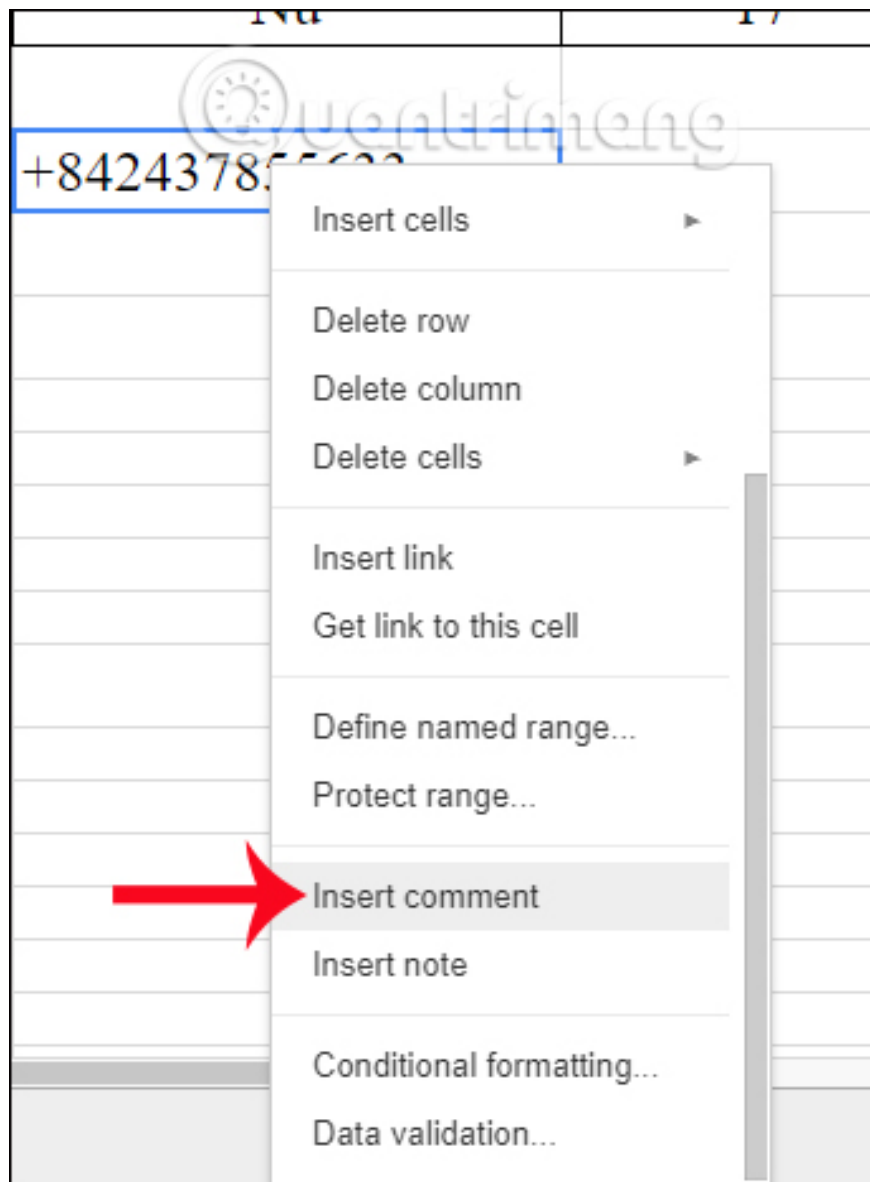
Similar to when creating annotations on Excel, Google Sheets now also supports users to write notes, comment to each data box. This note function adds a note to each data box on Google Sheets, allowing users to add any necessary information to their spreadsheet.

Especially with the group of people who work online with data sheets on Google Sheets, this note-taking feature helps team members to easily track group activity, even creating conversations to track public the work of each person.

Step 1:


Sign in to Google Sheets to open the content of the data sheet you want to annotate. Select the data box to add comments and comments on Google Sheets.

Then, right-click the box and select **Insert Comment** if you want to add a comment. In addition, users can also click on **Insert Note** to add a note to this data box.



Step 2:

A small dialog box appears to **enter a comment** for the data box. This data sheet will appear the name of the user. We just need to enter a comment and then **click Comment** to complete.

B	C	D	
Nam	17		
Nữ	17		
+842437855633	 Angel <input type="text" value="Hỗ trợ quantrimang.com"/>		Lê Hà Phạm Nguyễn
	<input type="button" value="Comment"/> <input type="button" value="Cancel"/>		

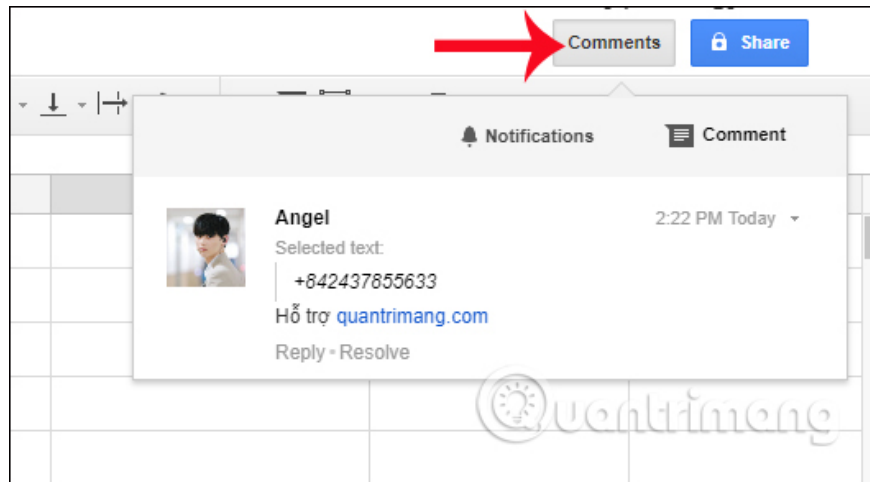
In case you **click Insert note** to add a note, we also enter the note in the small frame and then click to another box is okay.

Phạm Thảo	Nữ	
Nguyễn Phạm Anh	Nam	
Mai Thu Thảo	Nữ	
Gọi hỗ trợ quantrimang.com	<input type="text" value="type here"/> <input type="text" value="Số điện thoại"/>	

Step 3:

In case you want to **review all the existing comments on Google Sheets**, click on the **Comments button** at the top of the right interface, under your account address. Soon a list of comments added in the data file will appear.

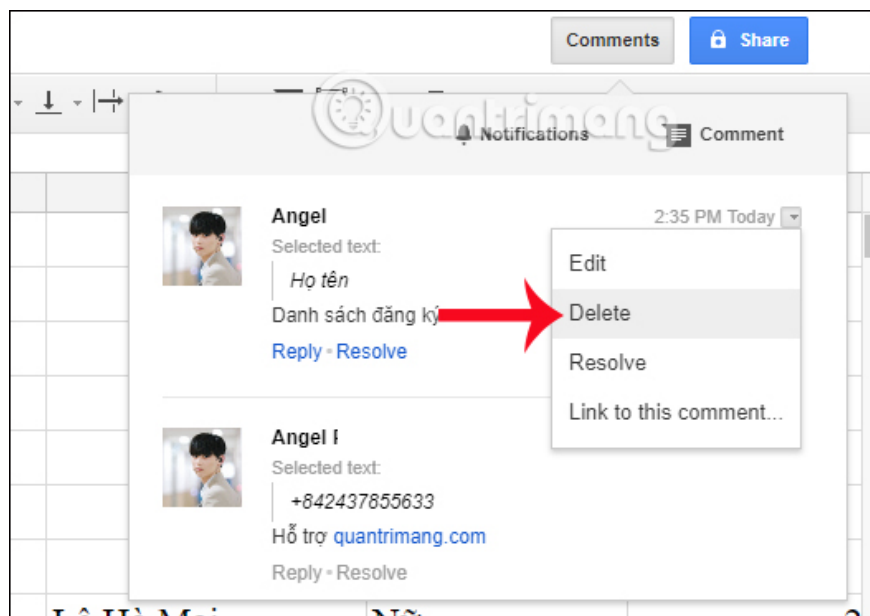
Click the Comments button again to close the comment list box.



Step 4:

If we want to **delete the comment** added to the data box, also click on **the Comments button** above. In the comment list appears the comment you want to delete, then click on the arrow icon.

Select the **Delete option** to delete this comment. If you want to reply to a comment, click Reply.



So you can note and comment on any data sheet on Google Sheets. When working online and working with groups of people, these comments will be fully displayed so we can follow them, and there are additional options such as hiding comments, replying to comments or deleting comments on Google. Sheets.

I wish you all success!

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