

The simplest way to insert images into the Comment box in Excel

Inserting images into the Comment box in Excel helps display images as soon as you hover over the cell containing data, making it convenient for managing records. This article will guide you through the steps in simple steps, applicable to popular versions of Excel.

Want to display images in Excel notes? Learn how to insert images into the Comment box in Excel to manage data more visually and professionally.

Prepare before doing

Before you begin, you will need:

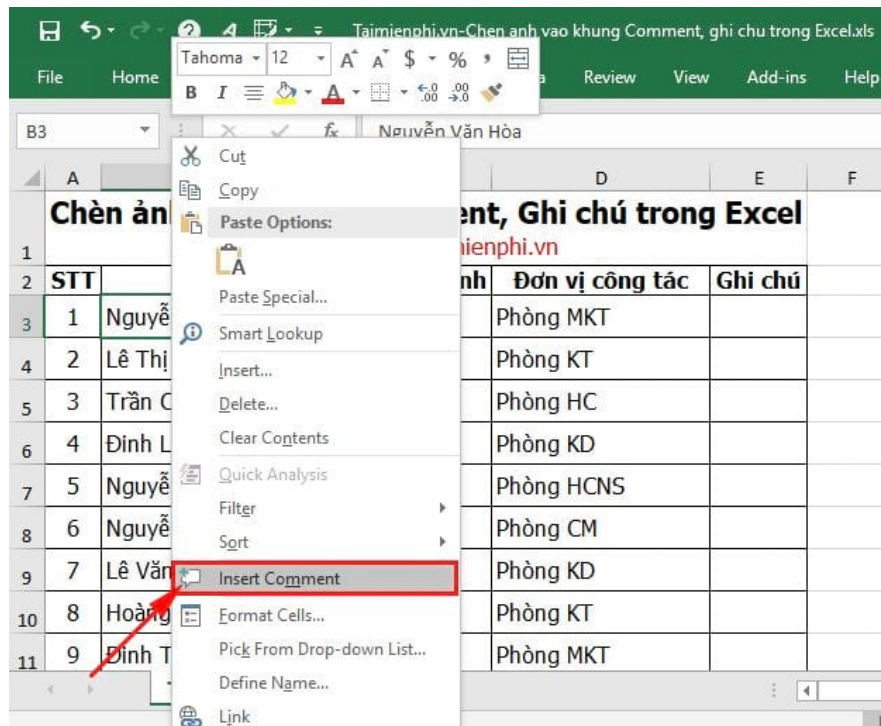
- Computer with Excel installed (versions 2013, 2016, 2019, 2021).
- An Excel file containing employee data that needs to have images inserted.

Steps to insert images into Comment

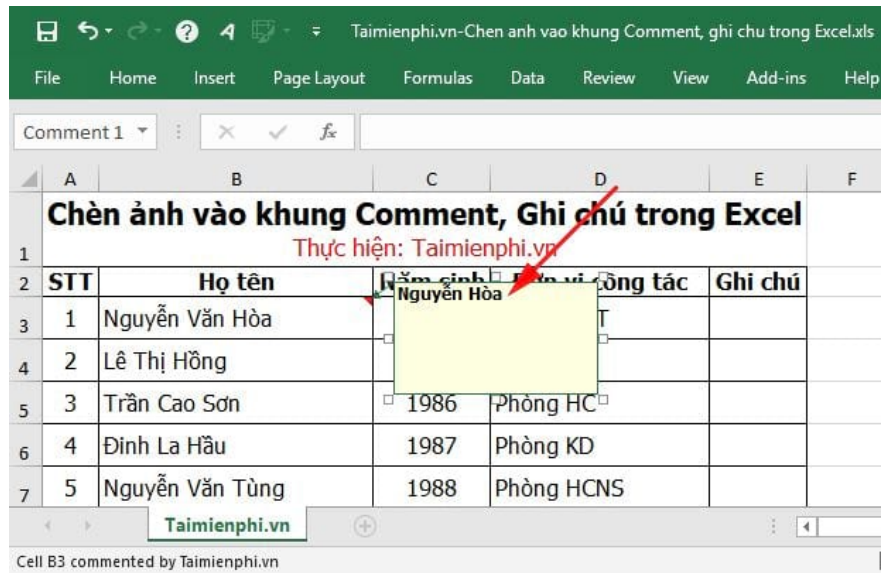
Step 1: First, open the Excel file you need to process.

STT	Họ tên	Năm sinh	Đơn vị công tác	Ghi chú
1	Nguyễn Văn Hòa	1984	Phòng MKT	
2	Lê Thị Hồng	1985	Phòng KT	
3	Trần Cao Sơn	1986	Phòng HC	
4	Đình La Hậu	1987	Phòng KD	
5	Nguyễn Văn Tùng	1988	Phòng HCNS	
6	Nguyễn Thanh Xuân	1989	Phòng CM	
7	Lê Văn Độ	1990	Phòng KD	
8	Hoàng Thị Lê	1991	Phòng KT	
9	Đình Trần Văn	1992	Phòng MKT	

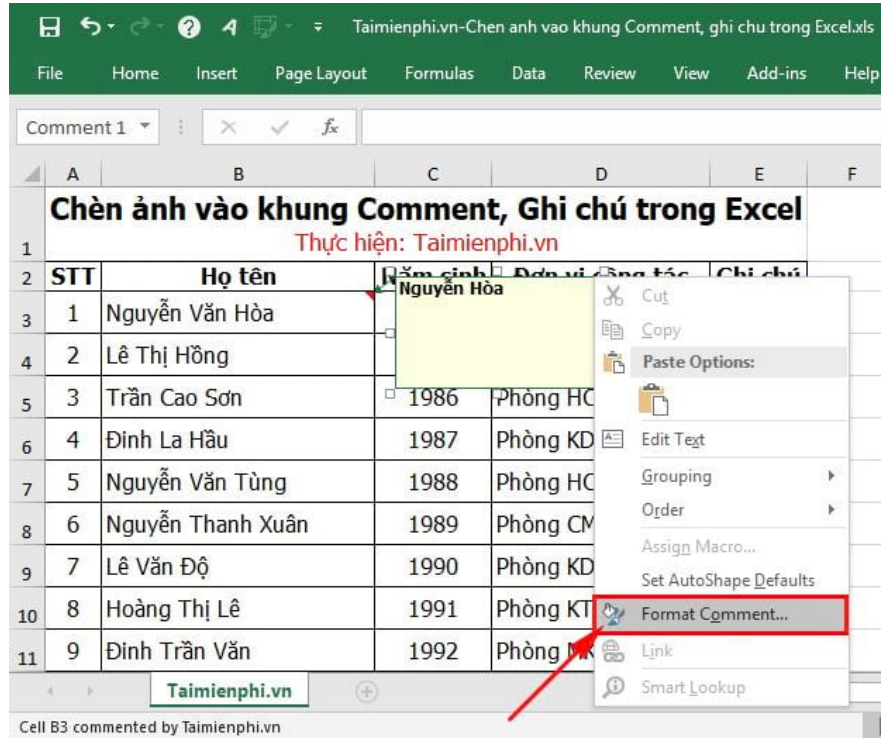
Step 2: Here, right-click on the content box (Employee name) where you want to insert the image -> and select **Insert Comment** .



Step 3: The **Comment** dialog box appears. Here, you can enter any note in the **Comment** dialog box , or skip it.



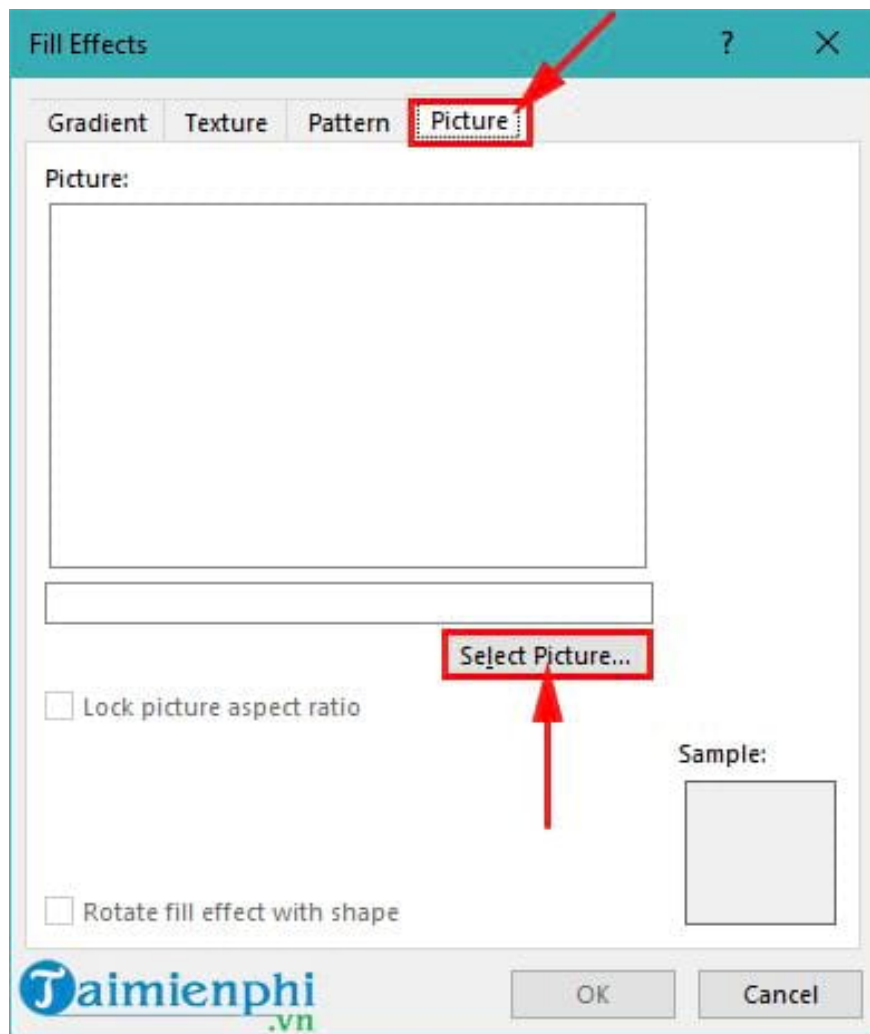
Then you continue to right click -> select **Format Comment** as shown below.



Step 3: The Format Comment dialog box appears. Here, open the Colors and Lines tab -> then click the drop-down arrow button in the Color section -> and select Fill Effects .



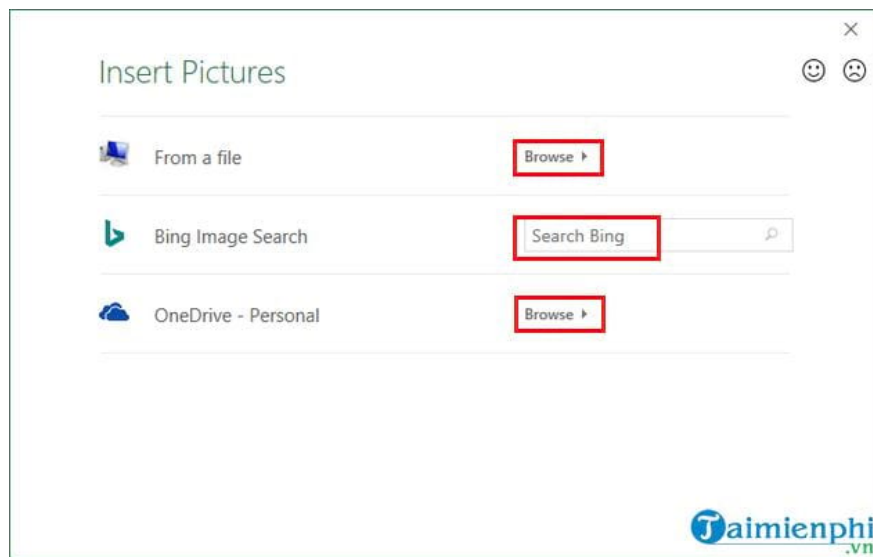
The **Fill Effects** dialog box appears, here you click on the **Picture** tab -> select **Select Picture** .



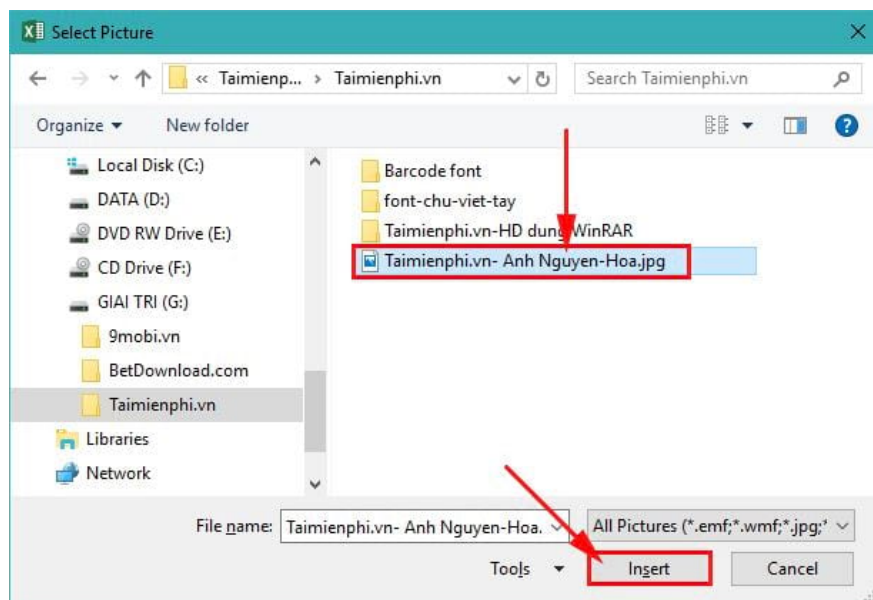
Step 4: At this step, you can use one of the options such as:

- Get images from **OneDrive** .
- Get images on **the Web** .
- Get images from **computer** .

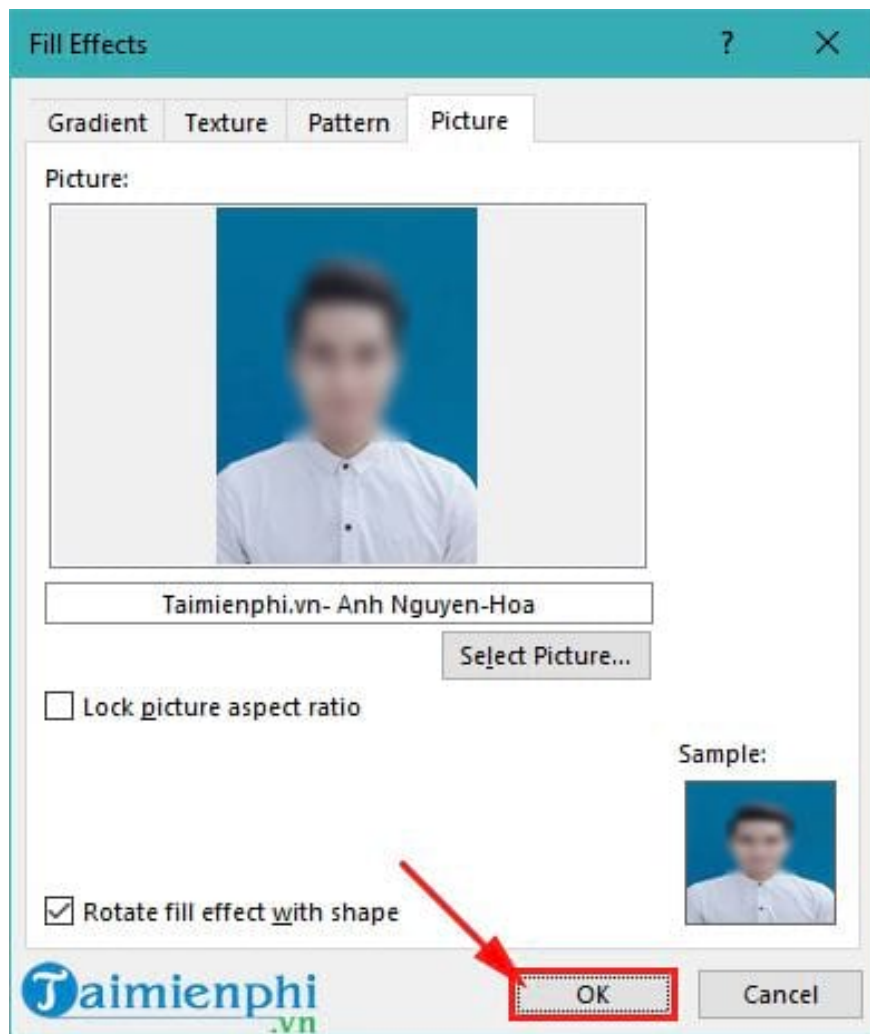
Suppose you choose to get the image from **your computer** . You click **Browse** at **From a file** to select the image from **Computer** .



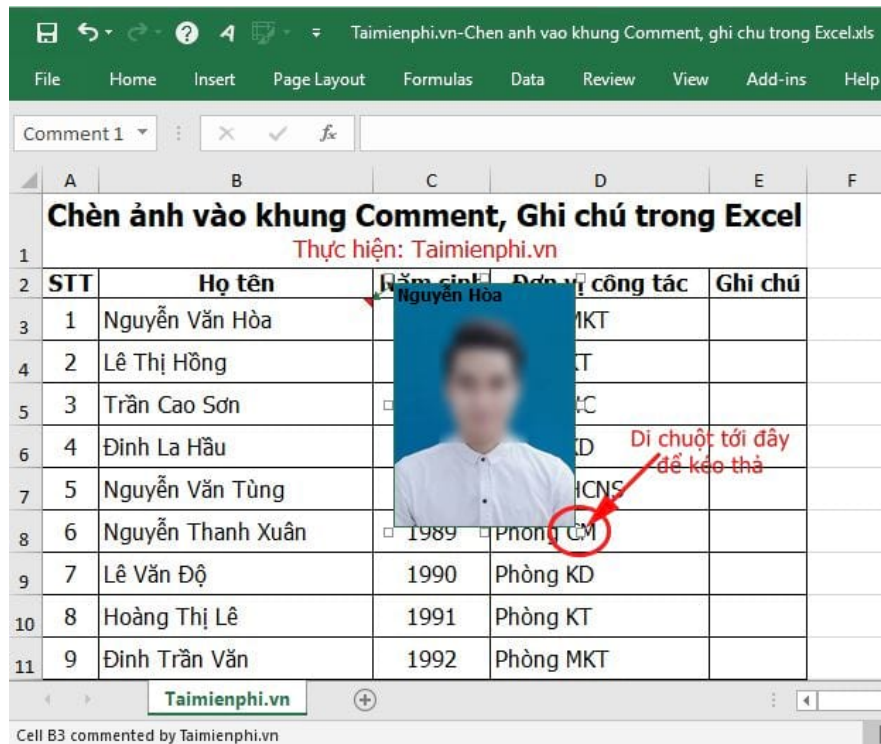
You find the location containing your image file -> then click **Insert** to insert the image.



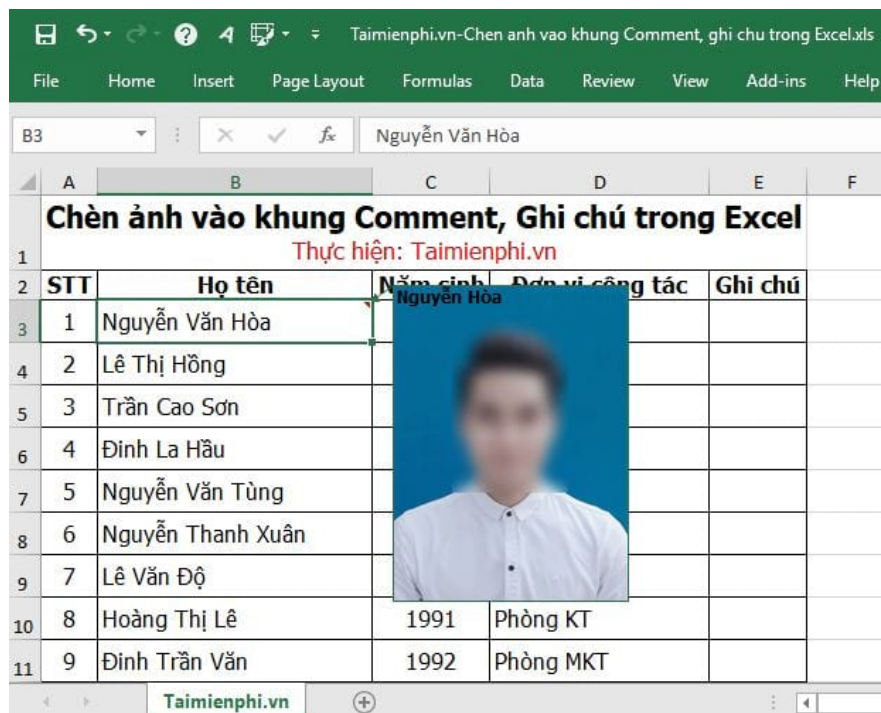
Next, click the **OK** button in the **Fill Effects** dialog box to confirm:



Step 5: Click **OK** to finish, then you can drag and drop to enlarge or reduce the image size:



And the result when you finish inserting and move the mouse cursor to the name of the employee you just inserted will be as illustrated below. To see the image of another employee, you just need to move the mouse to the content box to see the displayed image, and the image will also automatically hide when moving the mouse to another position.



As you can see, inserting images into the Comment and Note frames in Excel is very simple. This feature helps manage records more intuitively, saving time searching. If you want to edit or **delete notes or comments**, just right-click and select Delete Comment.

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