

# Commenting in Microsoft Excel Online for Office 365

## Introduction

This is a brief tutorial on using the Comment feature in Microsoft Excel for Office 365.

## Learning Objectives

Completion of this tutorial will give you experience with the following:

- Using the Comment feature on Microsoft Excel Online
- Replying to a Comment
- Deleting a Comment

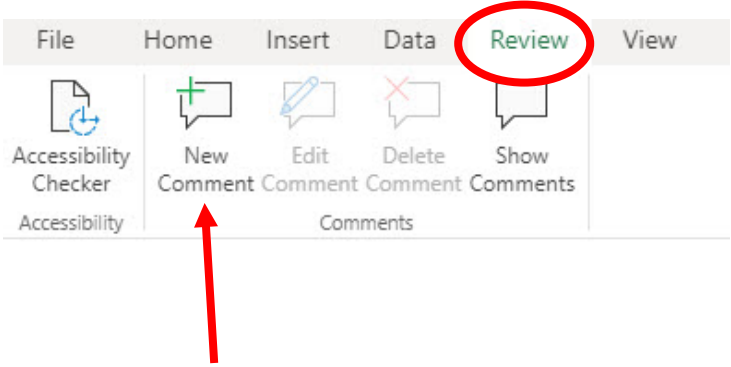
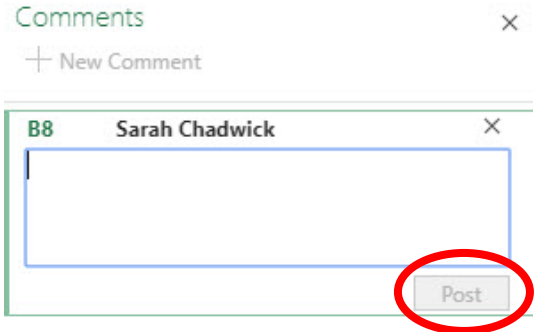


## This tutorial assumes

- That you have access to Office 365
- That you have created a document already on Microsoft Excel online and are now ready to have another individual comment on it
- That you have shared your document with another individual

## Case Study

Mr. Jones created a spreadsheet listing the weekly jobs for his classroom. He wants all students to contribute to the document.

## Making Comments in MS Excel Online in Office 365

<p>1</p>	<p>After the document has been shared with another individual, place your cursor on the spot where you want a comment bubble to appear. On the toolbar, select <b>Review</b> and select <b>New Comment</b>.</p>	 <p>The screenshot shows the Office 365 ribbon with the 'Review' tab selected and circled in red. Below the ribbon, the 'New Comment' button is highlighted with a red arrow. Other buttons visible include 'Accessibility Checker', 'Edit Comment', 'Delete Comment', and 'Show Comments'.</p>
<p>2</p>	<p>On the far right side of the page, the comment thread will start. Type your comment into the box and select the post button when you are done.</p>	 <p>The screenshot shows a 'Comments' pane on the right side of the document. It contains a '+ New Comment' button and a comment box for 'B8 Sarah Chadwick'. The 'Post' button at the bottom right of the comment box is circled in red.</p>
<p>3</p>	<p>To show the comments, select on the comment bubble in the document.</p>	 <p>The screenshot shows a green comment bubble in a document. Below the bubble, the word 'note' is visible in a stylized font.</p>
<p>4</p>	<p>To delete the comment, select delete comment in the toolbar.</p>	 <p>The screenshot shows the 'Delete Comment' button in the toolbar, which consists of a speech bubble icon with a red 'X' over it and the text 'Delete Comment' below it.</p>