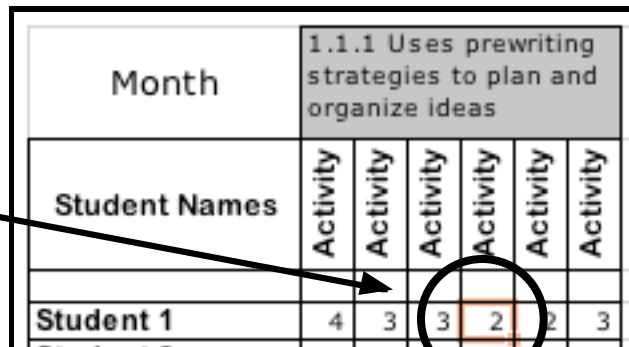


## Adding Comments to Recordkeeping Documents

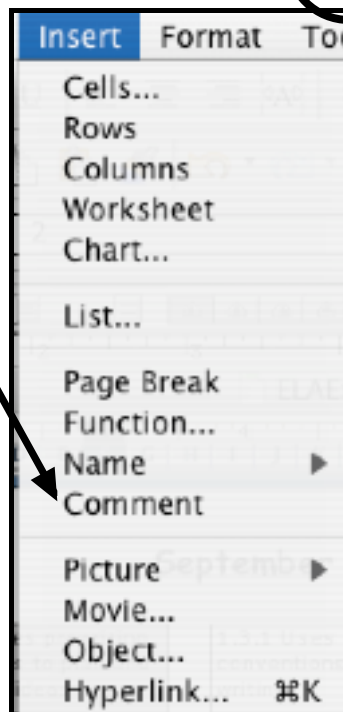
While Excel allows you to see numerical "grades" assigned to a student's performance on a task, anecdotal notes can add to the information you have regarding that particular grade. Comments can assist with recordkeeping, especially if a grade shows a difference from previous patterns of performance.

Click on the cell to which you'd like to add a comment.

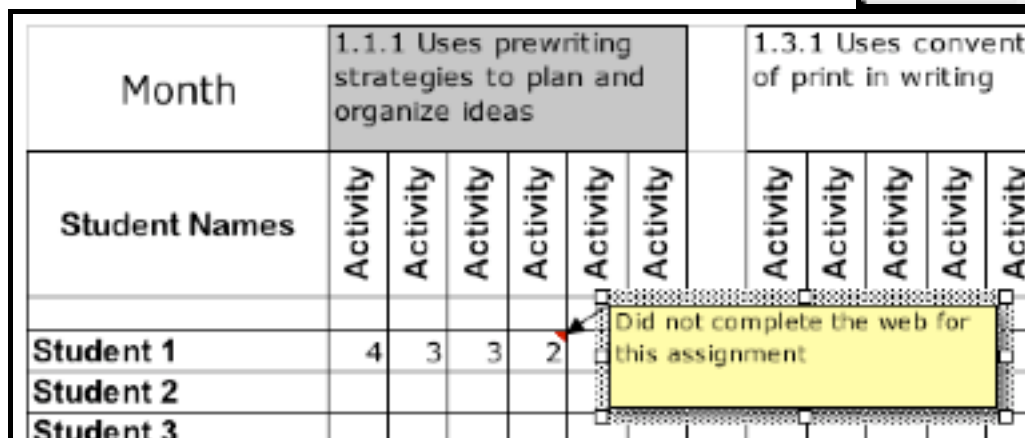


Month	1.1.1 Uses prewriting strategies to plan and organize ideas					
Student Names	Activity	Activity	Activity	Activity	Activity	Activity
Student 1	4	3	3	2	2	3

On the menu bar, go to **Insert** and select **Comment**...



A text box appears with a small arrow pointing to the cell you previously selected and a small red triangle appears in the upper right corner of the selected cell.



Month	1.1.1 Uses prewriting strategies to plan and organize ideas						1.3.1 Uses convent of print in writing				
Student Names	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity	
Student 1	4	3	3	2	Did not complete the web for this assignment						
Student 2											
Student 3											

When you move to another cell, the comments box seems to disappear. The red triangle remains in the corner to give you a visual reminder that the comment is still attached to the selected cell.

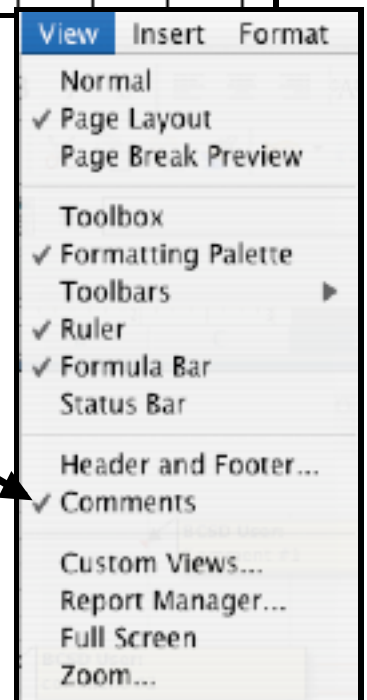
Month	1.1.1 Uses prewriting strategies to plan and organize ideas					
Student Names	Activity	Activity	Activity	Activity	Activity	Activity
Student 1	4	3	3	2	2	3

To see the comment displayed, simply place the mouse arrow over the cell. (Don't click!) The comment will be displayed as shown in this example.

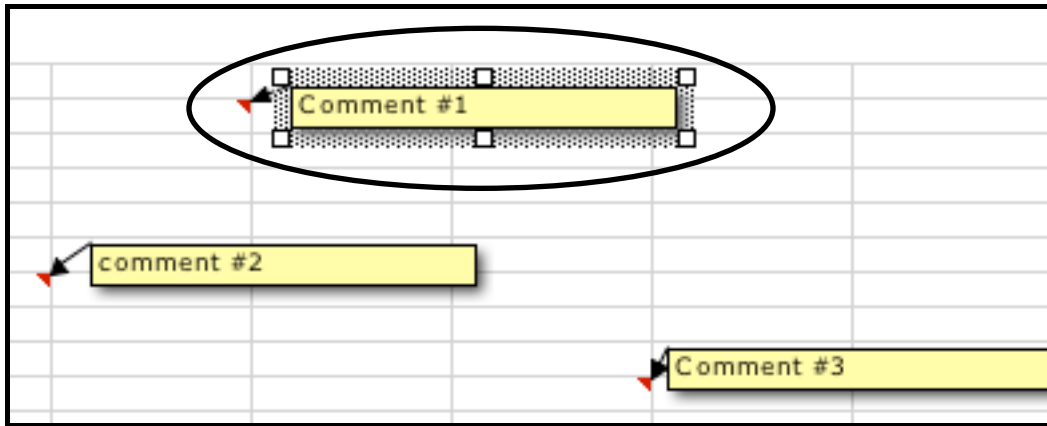
Month	1.1.1 Uses prewriting strategies to plan and organize ideas					1.3.1 Uses conversion of print in writing				
Student Names	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity
Student 1	4	3	3	2						
Student 2										
Student 3										

Did not complete the web for this assignment

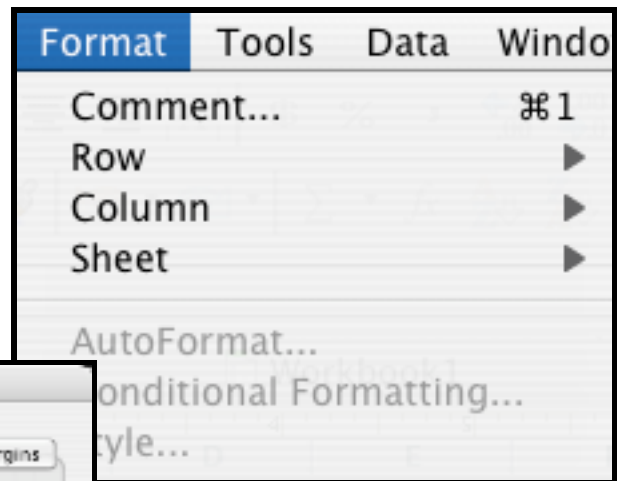
To view all the comments entered on a worksheet, go to the **View** menu and select **Comments**.



To delete Comments, go to the **View** menu and select **Comments** (if it's not already selected). Click on the Comment box you wish to delete. Notice how the border around the Comment box changes. Press the delete key on your keyboard and the Comment should disappear along with the red triangle in the upper right corner.



When viewing or initially creating Comments, you can also change the formatting of the text. With the Comments box showing, as in the picture above, go to **Format** on the menu bar and select **Comment...**



This will open a window allowing you to format font, size, style, color, etc. for the text in the Comments box.

