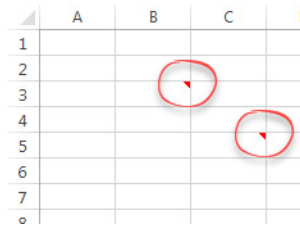




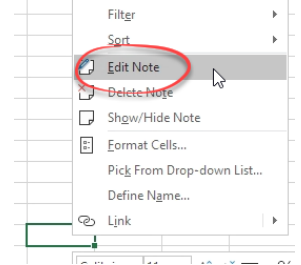
What are notes?

Notes (in previous version of Excel called Comments) can be added to cells to provide additional information. They are shown on your worksheet as a small red triangle in the top right corner of the cell. (Cells B4 and C5 opposite)



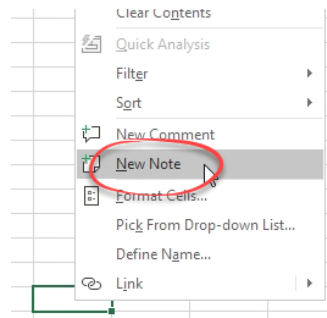
How do I edit a note?

1. Right click the cell containing the note.
2. Click 'Edit Note'.
The note box will be displayed allowing you to edit your text as normal.



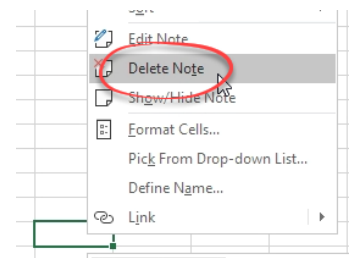
How do I insert a note?

1. Right click in the cell into which you wish to insert the note.
2. Click 'Insert Note'.
3. Type your note, deleting the author information if not required. (Your text can be formatted just as you would normal text).
4. Click outside the note box to close the box.



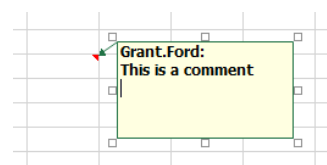
How do I delete a note?

1. Right click on the cell containing the note you wish to delete.
2. Click 'Delete Note'.



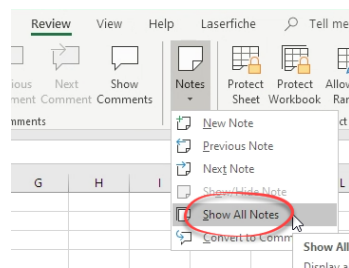
How do I view a note?

1. Position your cursor over the cell which contains the note.
The note will be displayed in a pop up box.



How do I display all notes?

1. Click the 'Review' ribbon.
2. Click the 'Notes' drop down button.
3. Click the 'Show All Notes' button.



Repeat to hide the notes again.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.