

Excel 2007

for Windows XP and Vista



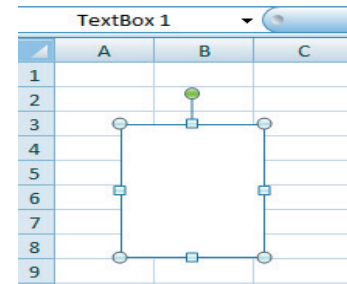
Text Boxes

The **Text Box** button is located in the Text group on the **Insert** tab. It is used to add comments to your worksheet. Text boxes can be moved, sized and formatted independent of the rest of the worksheet. The text will automatically wrap in the box.

- Click the **Text Box** button on the **Insert** tab
- Click and drag the pointer to insert a text box
- Type the following text:

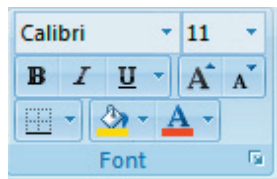


Ben & Jerry's is the fastest growing ice cream company in the nation. Gross sales are expected to exceed \$3 billion for the 2007 calendar year.

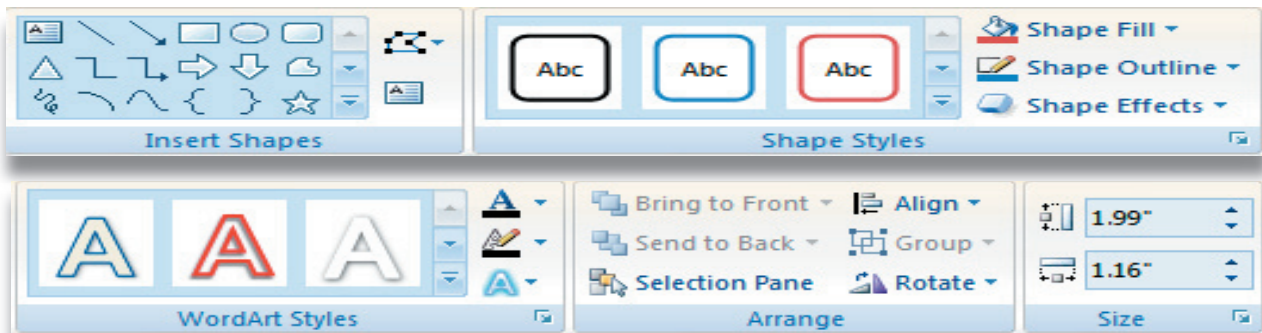
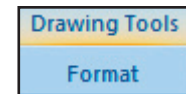


In a text box, characters can be formatted separately rather than using only one format for the cell content in the worksheet.

- To select a different font, color and/or size, use the buttons in the Font group on the **Home** tab



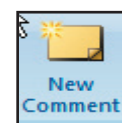
Notice the Drawing Tools option above the **Format** tab. To view options click the **Format** tab. Experiment with the various tools.



Comments

Comments are used when you want to comment on a cell, but don't want text displayed on the worksheet. Comments can be printed as they appear on the worksheet or separately at the end of the worksheet.

- Select a cell and click the **Review** tab
- Click the **New Comment** button located in the Comments group



The name of the user automatically prefaces the comment (this can be deleted).

- In the Comment area, type the following text

452 is the total number of pints sold

- Click outside the comment box when finished

Notice that a red comment indicator is displayed in the upper right corner of the cell.

	A	B	C	D	E
1					
2					
3					
4	Pints	452			
5					
6					
7					

To edit notes:

To modify comment options and to choose whether or not you wish your comments to be shown or hidden, use the Comments group on the **Review** tab.



- Select the cell which contains the comment by clicking on that cell
- Select **Edit Comment** button in the Comments group

The Comment box opens for editing.

- Make your changes
- To resize the Comment box, click and drag any of the 8 white resize circles found within the shaded border
- Click the **Show/Hide Comment** button to hide the comments
- Click the outside the Comment box when all changes have been made

To delete notes:

- Select the cell containing the comment and click the **Delete** button in the Comments group

To print notes with your worksheet:

- Display the comments you want to print.
- Click the **Page Layouts** tab and click the **Page Setup** dialog box launcher
- Click the **Sheets** tab
- Click the **Comments** list arrow and choose "As displayed on sheet" or "At end of sheet" option, and then click the **Print** button

