Insert Comments

- In this tutorial, you will learn to insert comments into a document. This is useful when you are drafting a document and want to make notes to yourself or when you are sharing with a group and want to include notes.

Locating New Comment Button

To locate the NEW COMMENT button click on the REVIEW tab on the ribbon. The NEW COMMENT button is found under the Comments section.

Inserting a Comment

**Step 1:** Place your cursor where you want to insert your comment. If you want your comment to apply to a section of material, highlight the selection.

Introduction

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-ground and online, are continuing to expand their recruitment efforts to reach
Step 2: A) Click **NEW COMMENT**. B) A **Comment Box** will open and you will type your comment into it.

**Shortcut Tip!** Instead of using the **NEW COMMENT** button, you can click **CNTL+ALT+M** to insert a comment at your cursor mark.

**Finish:** After following the above steps, you can create comments throughout your document as notes to yourself or to others.

**Next, How to SHOW COMMENTS in a document for review.**