Using Comments

- In this tutorial, you will learn how to use comments in your presentation.
- You can add comments to your slides or review comments that someone else has added to your presentation.

**Step 1:** Open your PowerPoint presentation and locate the **COMMENTS GROUPING**.

**Locating the Comments Grouping**

To locate the **COMMENTS GROUPING** click on the **REVIEW** tab of the ribbon.

**Step 2:** In the Comments grouping, you can add a new comment, edit comments, move between comments, and delete comments. To add a new comment, on the desired slide: If you want to make a comment on the entire slide, click anywhere on the slide and click the **New Comment** button. To make a comment on specific text or object, select that text or object and click the **New Comment** button.
Step 3: The comment box will appear. The comment box displays your name, the date, and your initials on the right of the comment box. Enter the text you wish in the comment box.
Step 4: Once you have entered all your comments, you can edit them. To edit a comment, click the desired comment then click the Edit Comment button.

A critical aspect of an instructor's role in an online course is building a learning community among students. Anderson (2008) asserts, "experienced online teachers must make time at the commencement of the learning interactions to provide incentive and opportunity for students to share their understandings, their culture, and the unique aspects of themselves" (p. 48).
Step 5: The comment box opens to allow you to edit the text.
Step 6: To move between comments, click the Next and Previous button.
Step 7: To delete a comment, click on the desired comment to delete. Then click the Delete drop down button. You can choose to delete the current comment, all the comments on the current slide, or all the comments in the entire presentation. For this example, we will delete the selected comment by selecting the Delete option.
Step 8: The selected comment has been deleted.

The Complexities of Online Instruction

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Finish: By following these steps, you can add, edit, delete, and move between comments in your presentation.