If you’re in the first few drafts of a Word 2007 document, the ability to leave comments can be handy. Maybe you typed something that you need to double-check or you might need to leave a note for yourself to address a certain topic. Here’s how to leave yourself a little comment to remind you:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| name | english | math | politic | total |
| Wang jing | 80 | 70 | 65 | 215 |
| Hou yao jing | 60 | 70 | 76 | 206 |
| Zhang san | 70 | 75 | 80 | 225 |

1. Highlight the area of your document that you wish to make a comment about with your mouse.

2. Click **Review > Comments > New Comment**.

3. Type in your comment.

Comments are displayed in a balloon and along the right margin