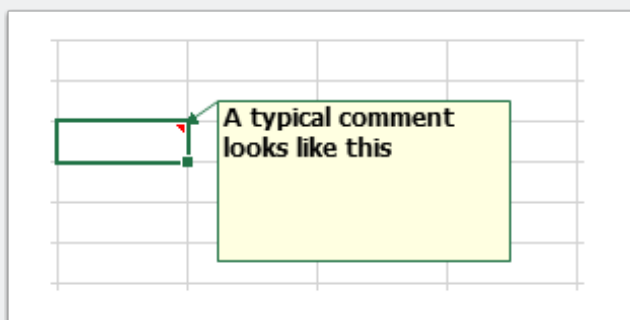# Excel - Eye Catching Comments (Notes)

In Excel 2016 Comments are now called Notes. However, the short-cut menu and dialog boxes for formatting purposes still refer to Comments rather than Notes.
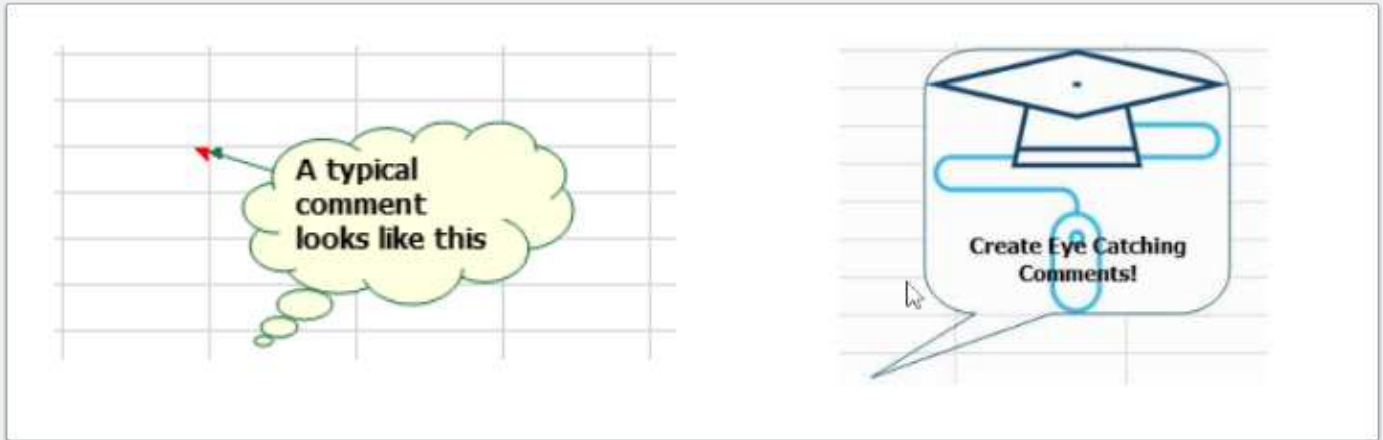
Basic Comments (Notes)

When most people create a comment, they accept the shape and colour, and just enter the information they want.

Most comments look like this:

Excel - Eye Catching Comments (Notes)

But you could format the comment to change its shape, or even add a picure:
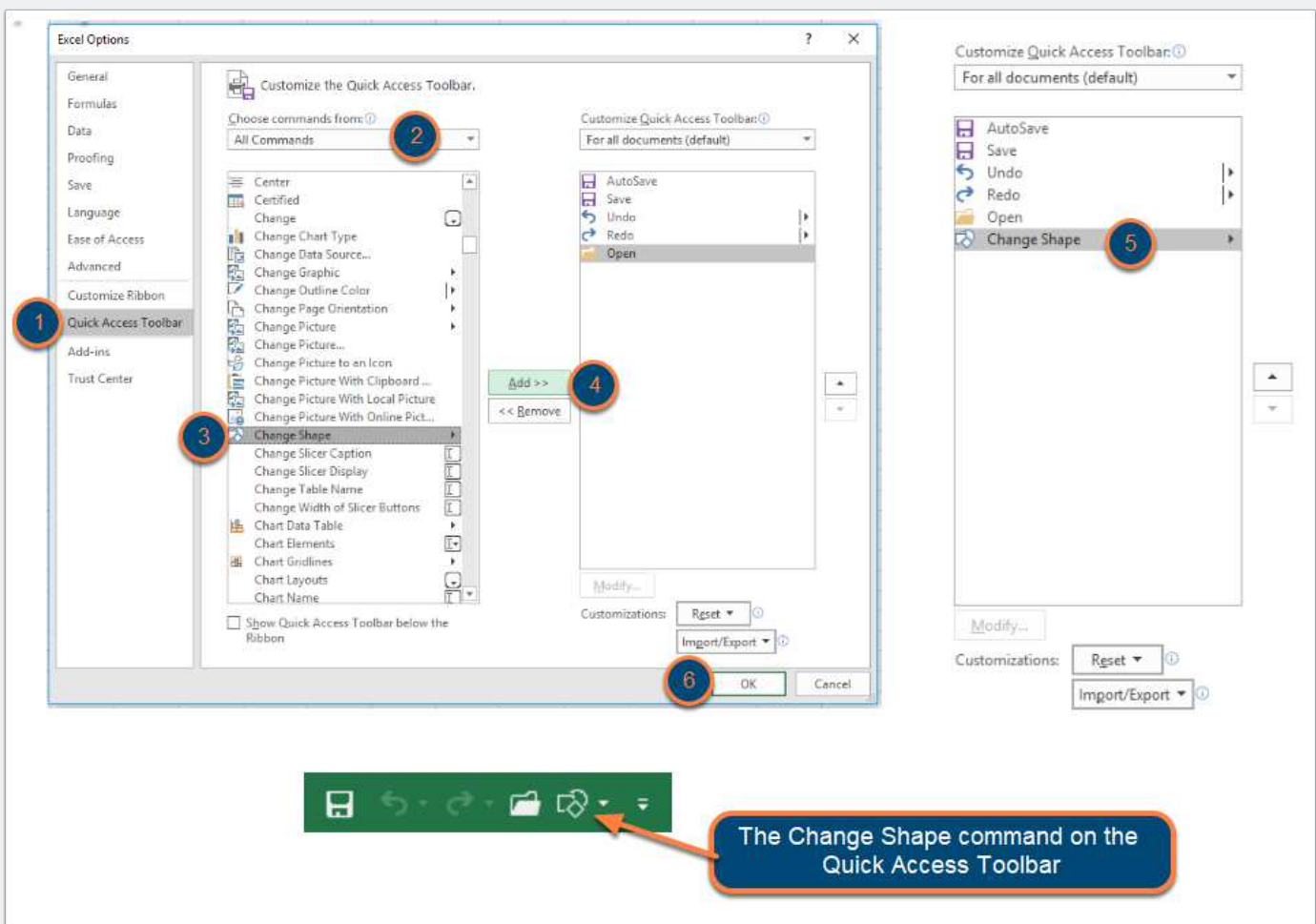
Add the Change Shape Tool to the QAT

In order to change the note shape, you need to use the Change Shape tool. To add the Change Shape tool to the Quick Access Toolbar:

1. From the File menu, select Options, Quick Access Toolbar
2. Under Choose commands from, click the drop down button and select All Commands
3. Under All Commands, select Change Shape
4. Click Add
5. The Change Shape command is added to the Quick Access Toolbar list of commands
6. Click OK to close the Options dialog box and to add the Change Shape command to the Quick Access Toolbar
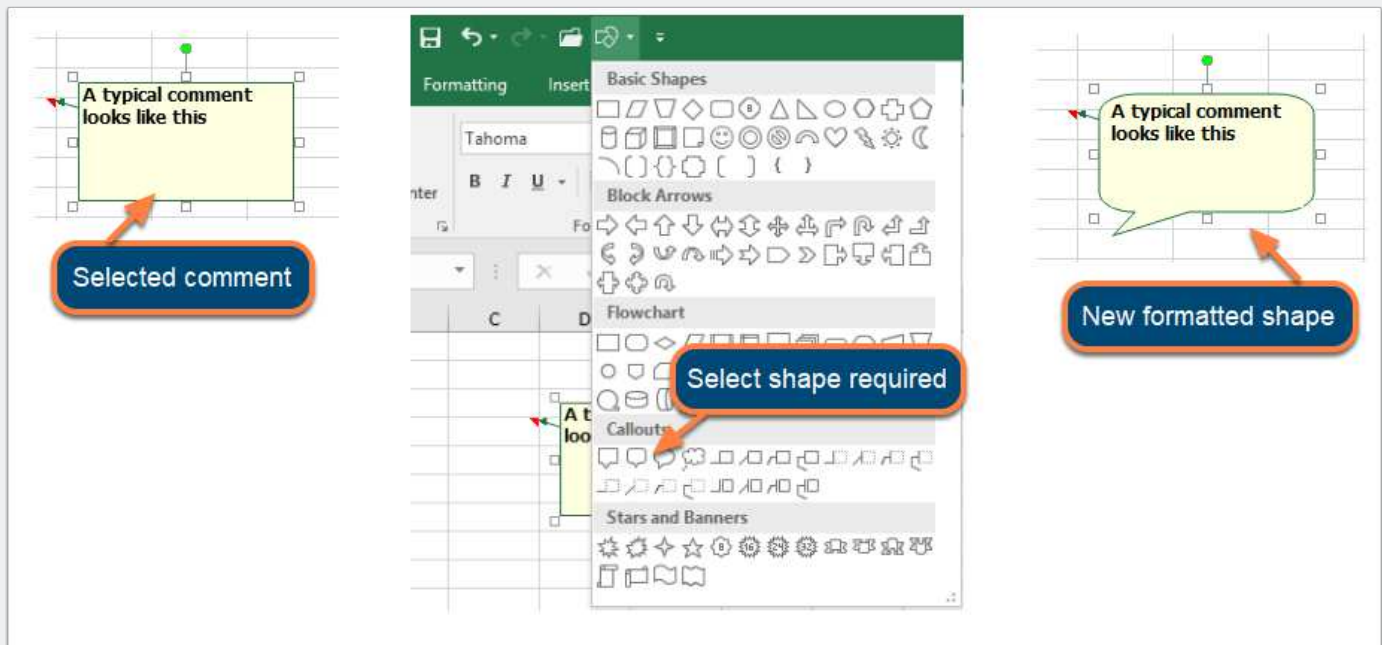

The Change Shape command on the Quick Access Toolbar

Excel - Eye Catching Comments (Notes)

Format Comment

In order to format the comment, you need to select the comment itself, not the text inside. Click the border of the comment to select it (selection handles appear around the comment).

Click the Change Shape command on the Quick Access Toolbar. From the Shapes Gallery, you can select basic shapes, block arrows, flowcharts, stars and banners, or callouts.
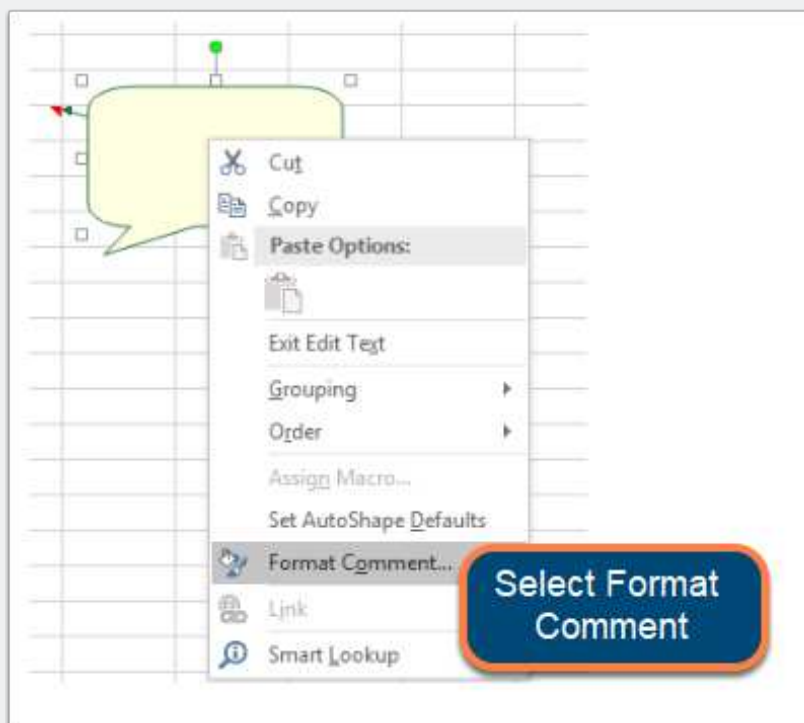
Add a Picture to a Comment (Note)

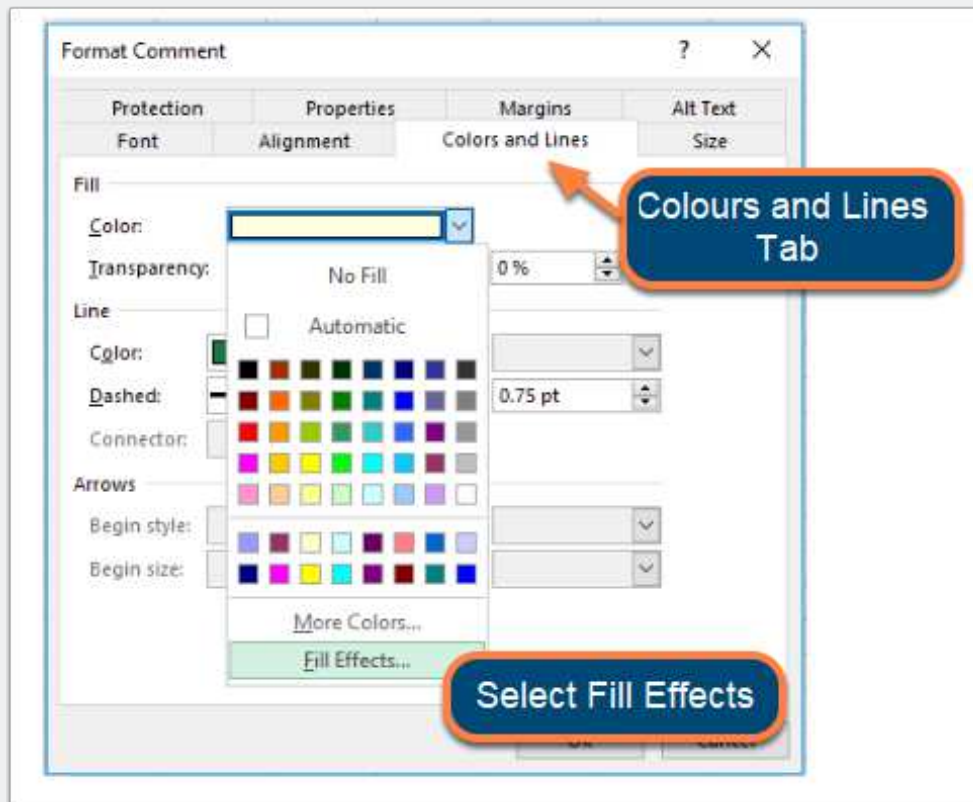You can also add pictures to any comment you create.

Create a note and then right-click the border, and choose Format Comment.

Excel - Eye Catching Comments (Notes)

From the Format Comment dialog box, click on the Colors and Lines tab

Under Fill, click on the Color drop down arrow and select Fill Effects

Excel - Eye Catching Comments (Notes)

1. From the Fill Effects dialog box, select the Picture tab
2. Click the Select Picture button and either import a picture from a file or search on-line
3. Once the picture has been selected, click OK to return to the Format Comment dialog box
4. Click OK again to close the Format Comment dialog box