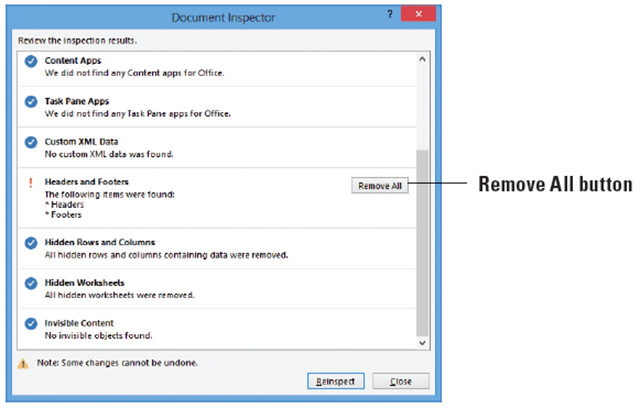
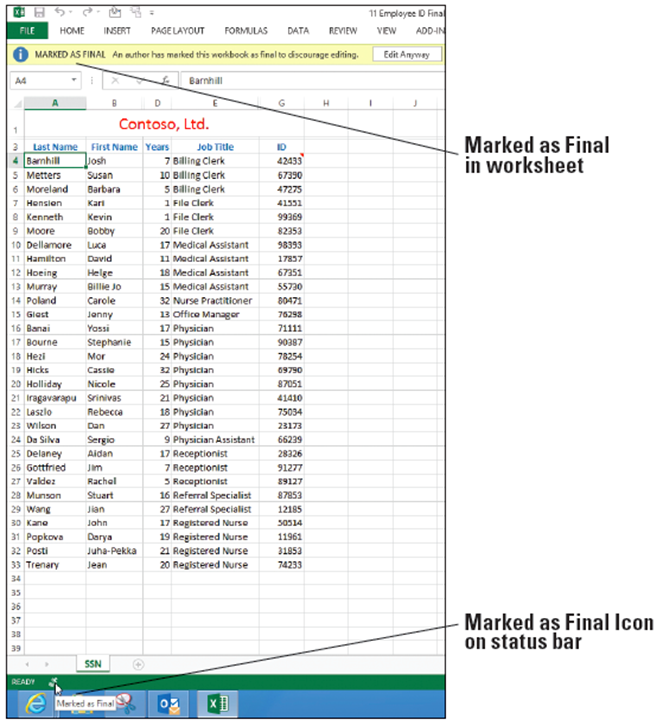
Step by Step 1: Use the Document Inspector

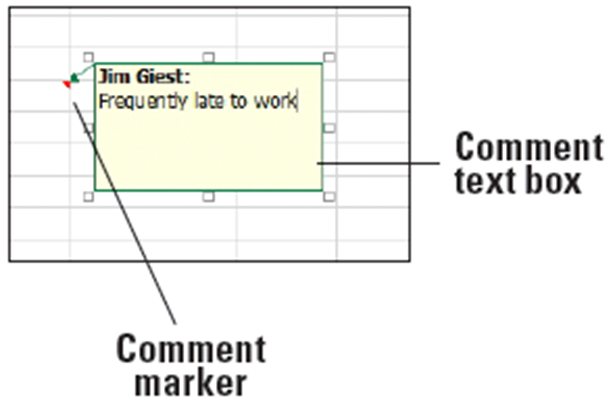
* **GET READY. OPEN** ***11 Contoso Employee IDS*** from the data files for this lesson.
  1. Click the **FILE** tab, click **Save As**,   
     click **Browse**, and navigate to the   
     lesson folder. In the File name box,   
     type ***11 Employee ID Doc   
     Inspect Solution*** to save a copy   
     of the workbook. Click the Save  
     button.
  2. Click the **FILE** tab. Then, with   
     **Info** selected, click the **Check for   
     Issues** button in the middle pane of the Backstage view. Next, click **Inspect Document**. The Document Inspector dialog box opens, as shown above.
  3. Click **Inspect**. The Document Inspector changes to include some Remove All buttons.
  4. Click **Remove All** for   
     Comments and Annotations.
  5. Click **Remove All** three times   
     for Document Properties and   
     Personal Information, Hidden   
     Rows and Columns, and   
     Hidden Worksheets. Headers   
     and Footers should be the only hidden item remaining (above).
  6. Click the **Close** button to close the Document Inspector dialog box.
  7. **SAVE** the workbook.
* **PAUSE.** **CLOSE** the workbook.

Step by Step 2: Mark a Document as Final

* **GET READY.** **OPEN** ***11 Contoso Employee IDS***.
  1. **SAVE** the workbook as   
     ***11 Employee ID Final   
     Solution***.
  2. Click the **FILE** tab and in   
     Backstage view, click the   
     **Protect Workbook**   
     button. Click **Mark as   
     Final**, as shown at right.
  3. The Excel message dialog   
     box opens indicating that   
     the workbook will be   
     marked as final and saved. Click **OK**.

1. An Excel message explains   
   that the document has been   
   marked as final. This also   
   means that the file has   
   become read-only, meaning   
   you can’t edit it unless you   
   click the Edit Anyway button.   
   Click **OK**. Notice a Marked   
   as Final icon appears in the   
   Status bar (right).

* **PAUSE.** **CLOSE** the workbook.

Step by Step 3: Insert a Comment

* **GET READY. OPEN** the ***11 Contoso Personnel Evaluations*** data file for this lesson.
  1. Select cell **E11**. On the   
     **REVIEW** tab in the   
     Comments group, click   
     **New Comment**. The   
     comment text box opens   
     for editing.
  2. Type **Frequently late   
     to work** as shown above.

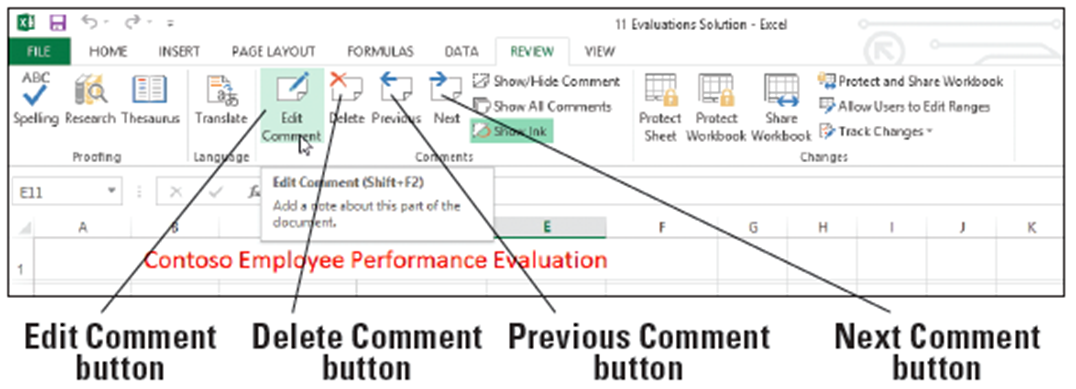
1. Click cell **D8**. Press **Shift + F2** and type **Currently completing Masters degree program for additional certification**. Click outside the comment box. The box disappears and a red triangle remains in the upper-right corner of the cell the comment was placed in.
2. Click cell **E4**. Click **New Comment** and type **Adjusted hours for family emergency**.
3. Click cell **F10**. Click New Comment and type **Consider salary increase**.
4. **SAVE** the file as ***11 Evaluations Solution***.

* **PAUSE.** SAVE the workbook and **LEAVE** it open for the next exercise.

Step by Step 4: View a Comment

* **GET READY. USE** the workbook from the previous exercise.
  1. Click cell **F10** and on the REVIEW tab, in the Comments, group, click **Show/Hide Comment**. Note that the comment remains visible when you click outside the cell.
  2. Click cell **E4** and click **Show/Hide Comment**. Again, the comment remains visible when you click outside the cell.
  3. Click cell **F10** and click **Show/Hide Comment**. The comment is hidden.
  4. In the Comments group, click **Next** twice to navigate to the next available comment. The comment in cell E11 is displayed.
  5. In the Comments group, click **Show All Comments**. All comments are displayed.
  6. In the Comments group, click **Show All Comments** again to hide all comments and make sure they are no longer displayed.
* **PAUSE.** **SAVE** the workbook and **LEAVE** it open for the next exercise.

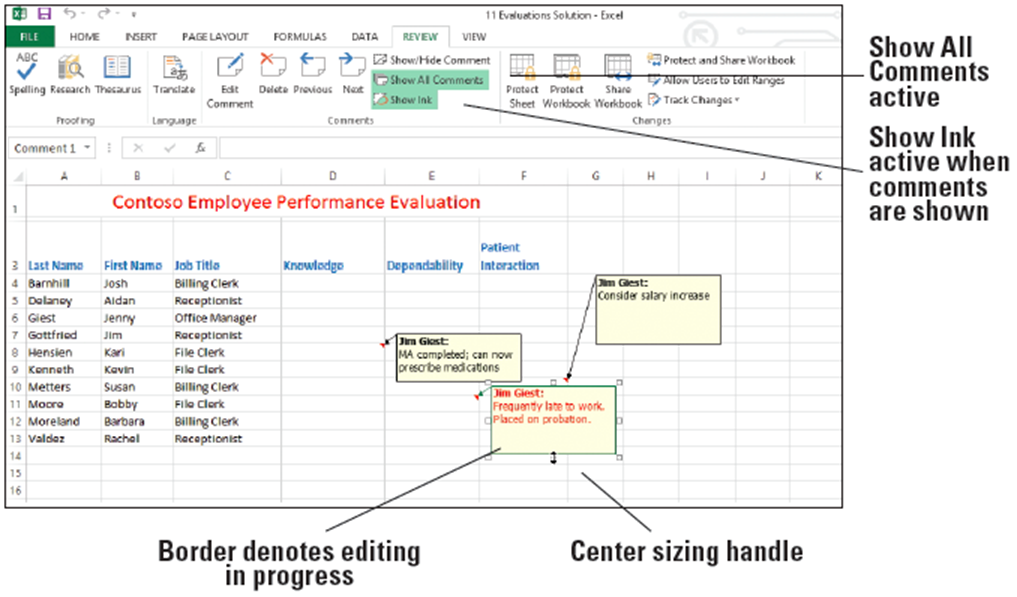
Step by Step 5: Edit a Comment

* **GET READY. USE** the workbook from the previous exercise.
  1. 1. Click cell **E11** and move the mouse pointer to the Edit Comment button on the REVIEW tab. The ScreenTip also shows Shift + F2 as an option, as shown below.
  2. Click the **Edit Comment** button.
  3. Following the existing comment text, type a **.** (period) followed by a **space** and then **Placed on probation**. Then click any cell between F4 and D8.
  4. Click **Next**. The comment in D8 is displayed.
  5. Select the existing comment text in D8 and type **MA completed; can now prescribe medications**.
  6. Click cell **E4** and click **Edit Comment**.
  7. Select the text in the comment attached to E4. On the **HOME** tab, click **Bold**.
  8. Click cell **E11**, click the **REVIEW** tab, and click **Edit Comment**.
  9. Select the name and the comment text. Click the **HOME** tab and notice that the Fill Color and Font Color options are dimmed. **Right-click** on the selected text and select **Format Comment**.
  10. In the Format Comment dialog box, click the arrow in the **Color** box and click **Red**. Click **OK** to apply the format and close the dialog box. There is no fill option for the comment box.
* **PAUSE.** **SAVE** the workbook and **LEAVE** it open for the next exercise.

Step by Step 6: Delete a Comment

* **GET READY. USE** the workbook from the previous exercise.
  1. Click cell **E4**. The comment for this cell is displayed.
  2. On the **REVIEW** tab, in the Comments group, click **Delete**.
* **PAUSE.** **SAVE** the workbook and **LEAVE** it open for the next exercise.

Step by Step 7: Print Comments in a Workbook

* **GET READY. USE** the workbook from the previous exercise.
  1. On the **REVIEW** tab, click **Show All Comments**. Notice that the comments slightly overlap each other.
  2. Click the border of the comment box in cell D8. Select the center sizing handle at the bottom of the box and drag upward until the comment in cell E11 is completely visible.
  3. Move the   
     mouse   
     pointer   
     until it is a   
     four-headed   
     arrow on the   
     border of the   
     comment in   
     cell F10.   
     Drag the   
     comment so   
     it no longer   
     overlaps the comment in cell E11 (above).
  4. Click the **PAGE LAYOUT** tab, and in the Page Setup group, click **Orientation**. Click **Landscape**.
  5. In the Page Setup group, click the **Page Setup dialog box launcher**.
  6. On the Sheet tab in the Comments box, click **As displayed on sheet**.
  7. Click **Print Preview**. The Print Options window in Backstage opens.
  8. Click **Print**. ***(Ask teacher if they want you to print this page!!!)***
  9. **SAVE** and **CLOSE** the workbook.
* **CLOSE** Excel.