

Removing Comments in Microsoft Word

In order to remove comments from a Microsoft Word document, you should follow the following steps. (Note your tutored document should be open within Word.)

1) Under **View**, choose **Toolbars**. Next, choose **Reviewing**.

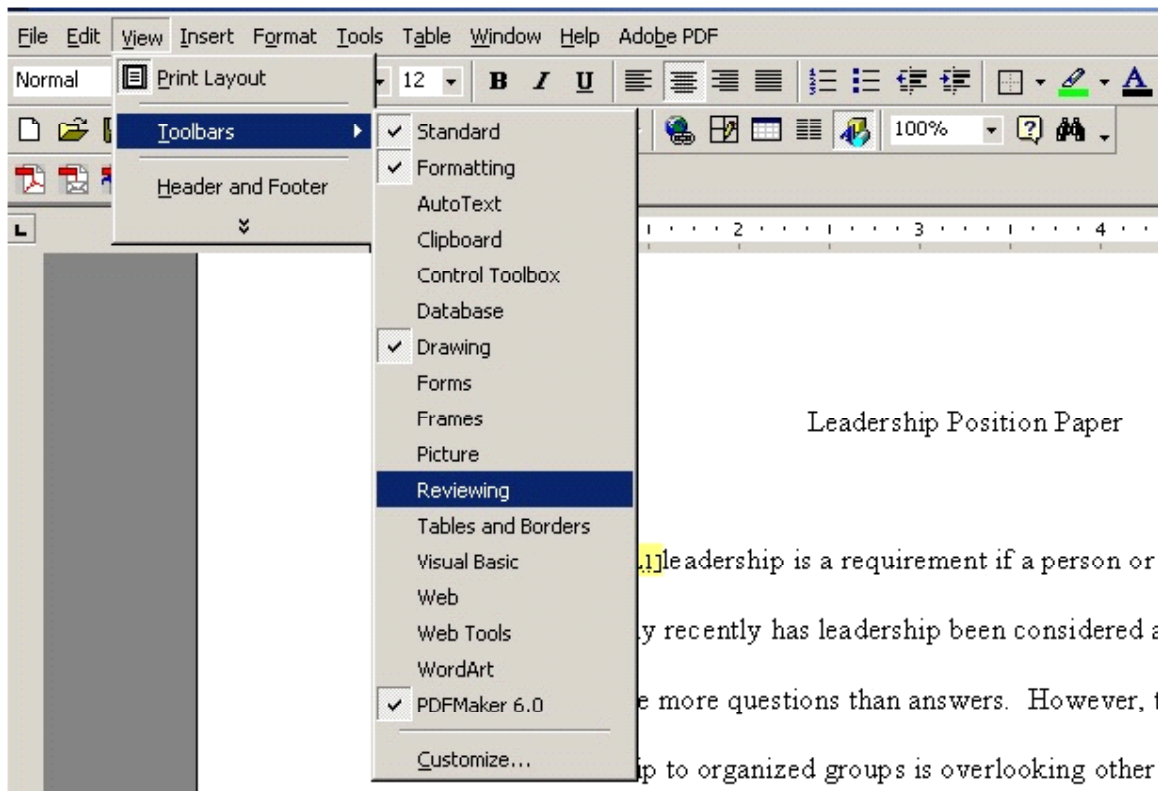


Figure 1: Screenshot of Step 1.

This will give you the toolbar that allows you to remove comments.

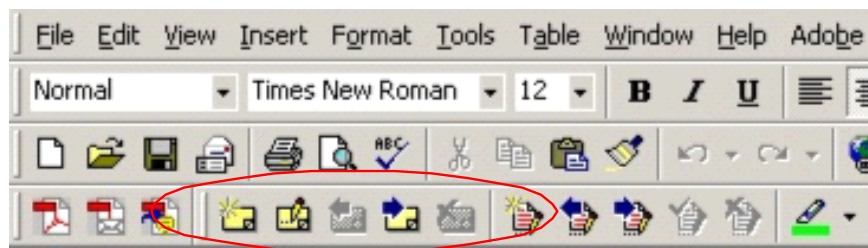


Figure 2: Reviewing Toolbar.

2) Now, place your cursor before the comment number.

ation wishes to succeed
ot to be studied, [SL2] and
ght of restricting the

Figure 3: Example of Cursor in Place before the Comment Number (SL2).

If you cannot see the comment number, highlight the comment in the text.

or she stands for that brings two individuals toget
at define leadership it is [SL3] organized goals, visio

Figure 4: Example of Comment that has been highlighted.

3) On the Reviewing Toolbar, choose the button with a **red X over a yellow envelope**. This action will remove the comment.

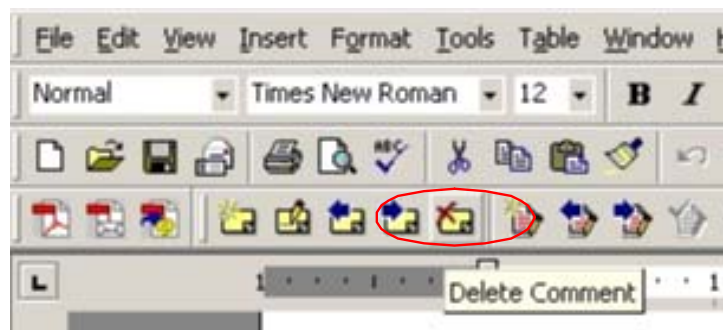
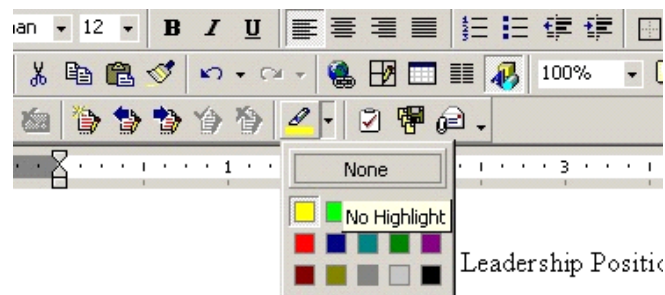


Figure 5: Delete Comment Feature on Reviewing Toolbar.

4) Continue this process with each individual comment until they are all removed.

Note that if some highlighting remains in the document, you can remove the highlighting by highlighting the text with your cursor. Next, choose the highlighter function and choose **None**.



The idea of leadership is a requirement if a per
today's world. Only recently has leadership been con
Figure 6: Removing Highlighting.