

## Using the 'Review' Tab to add 'Comments' to text in MS Word 10

### Instructions

1. Put your cursor next to the word/sentence you want to add a comment.
2. From the review tab, click on '**New Comment**' icon
3. On your left margin, which is automatically enlarged to allow space for the 'Comment' text box, type the comment and click outside the box to complete the task.

### Example:

#### Butternut Squash and blue cheese lasagne recipe

Remove the rind from a squash, remove seeds, **slice** and roast in the oven with a little oil and seasoning. When soft, mash with a fork to make a rough paste.

**Comment [MB1]:** Medium size slices

Put a little butter in a pan with chopped onion and garlic and **seasoning**. When cooked, remove from heat and add plain flour to make a roux with added cold milk. Add more milk to make a good quantity of sauce.

**Comment [MB2]:** Any seasoning & amount of garlic you prefer

Crumble any blue cheese and add to sauce. Keep stirring while sauce thickens.

Layer lasagne sheets, sauce and squash paste to fill the dish. Make sure sauce is runny enough to cover everything. If necessary add more milk.

Leave in fridge over night to allow pasta to absorb some of the liquid. Bake in the oven slowly at 150 until pasta cooked.