



Module 53: Strikethrough

53.1 Strikethrough

As with other Microsoft Office programs and similar software or apps for data management and word processing, it is possible to Strikethrough text in Excel.

You can choose single cells, multiple cells, or even entire rows or columns. This is useful to note for a variety of reasons, such as when you may wish to disregard a comment within a document but not delete it entirely.

To use strikethrough, you can add it to your Quick Access Toolbar for easy access:-

Click the arrow next to the Quick Access Toolbar, choose More Commands

Click the drop-down to choose All Commands

Then scroll down to Strikethrough, select it and click Add, then OK.

You can then select the text you wish to put a line through and choose the Strikethrough button in the Quick Access Toolbar.

53.2 Instructional Video

Strikethrough - 1m 14s

53.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, follow the video above and you will see how to use Strikethrough.

[Download Worksheet](#)

[Download Worksheet - Without Function](#)

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