How to strikethrough text in Word, write strikethrough text in Word and Excel

Strikethrough in Word and Excel helps you highlight the text you want to edit or replace. The following article will guide you on how to create strikethrough text in Word and Excel and remove strikethrough text in existing documents.

In order to help users customize document content, create highlights for text, attract readers, Word or Excel both have built-in features to reformat fonts, create artistic text. Among them is the feature to create strikethrough text on Word or Excel.

Using this strikethrough is usually used in cases where incorrect content or data is wanted to be highlighted so that others can know.

1. Strikethrough text in Word fastest

Step 1: Highlight the text or paragraph that needs to be crossed out.

Step 2: Click on the abc dash icon right on the menu.

Picture 1 of How to strikethrough text in Word, write strikethrough text in Word and Excel

2. Shortcut key to strikethrough text in Word

You can also use shortcuts to strikethrough text in Word, specifically as follows:

Step 1: Highlight the text that needs to be crossed out

Step 2: Press **Ctrl + D** to open the Font format dialog box

Step 3: Press **Ctrl + K** to check the box with the underlined text

Step 4: Press **Enter** to finish.

Picture 2 of How to strikethrough text in Word, write strikethrough text in Word and Excel

3. How to strikethrough text in Word with many options

Step 1: Select the text to be crossed out

Step 2: Click on **the Font extension icon** in the interface above.

Picture 3 of How to strikethrough text in Word, write strikethrough text in Word and Excel

Or we can **right-click** on the content and select **Font** from the list that appears.

Picture 4 of How to strikethrough text in Word, write strikethrough text in Word and Excel

Step 3:

The Font dialog box appears with different font formatting options. Look down under **the Effects section** and there will be 2 options for strikethrough including **Strikethrough** to strikethrough the text once and **Double strikethrough** to strikethrough the text twice.

We can preview the text when using strikethrough in the Preview box below. Finally, click **OK** to save this format for the content.

Picture 5 of How to strikethrough text in Word, write strikethrough text in Word and Excel

So the document after formatting with strikethrough will be as shown below. To remove the strikethrough, perform the above operation and uncheck the strikethrough format selected earlier.

Picture 6 of How to strikethrough text in Word, write strikethrough text in Word and Excel

4. Strikethrough in Excel

Step 1:

In the document content that needs to be processed, highlight the text or paragraph that needs to be formatted as a strikethrough. Then click on **the expand icon in the Font section** . Or we can also right-click and select Font as in Word.

Picture 7 of How to strikethrough text in Word, write strikethrough text in Word and Excel

Step 2:

The Format Cells dialog box appears. The user clicks on **the Font tab** , looks down at the Effects section and also selects **Strikethrough** to strikethrough the word.

We will see the horizontal text Preview after it is applied. Click **OK** to save the new changes.

Picture 8 of How to strikethrough text in Word, write strikethrough text in Word and Excel

The final result of Excel content is also strikethrough as shown below.

Picture 9 of How to strikethrough text in Word, write strikethrough text in Word and Excel

Add a way to format data in Word content or Excel tables. With this strikethrough, it is easier to mark content or notify others that the content is incorrect. For documents with added strikethrough, to remove it, we perform the same operations above and uncheck the used strikethrough option.

Good luck!

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