

Instructions for strikethrough in Word, Excel - Create dashes in Word, Excel

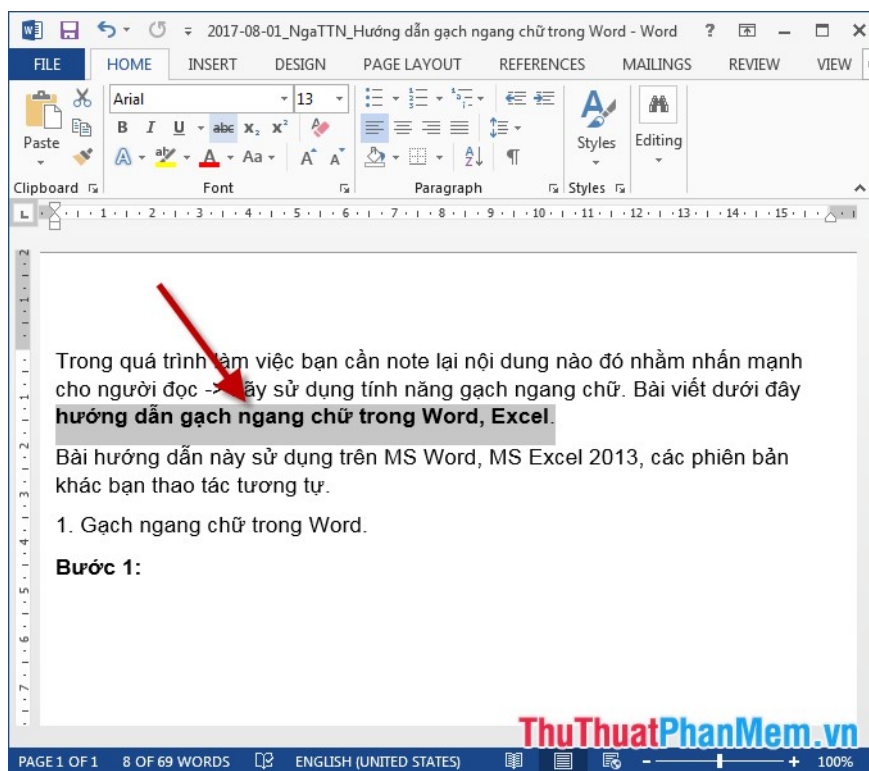
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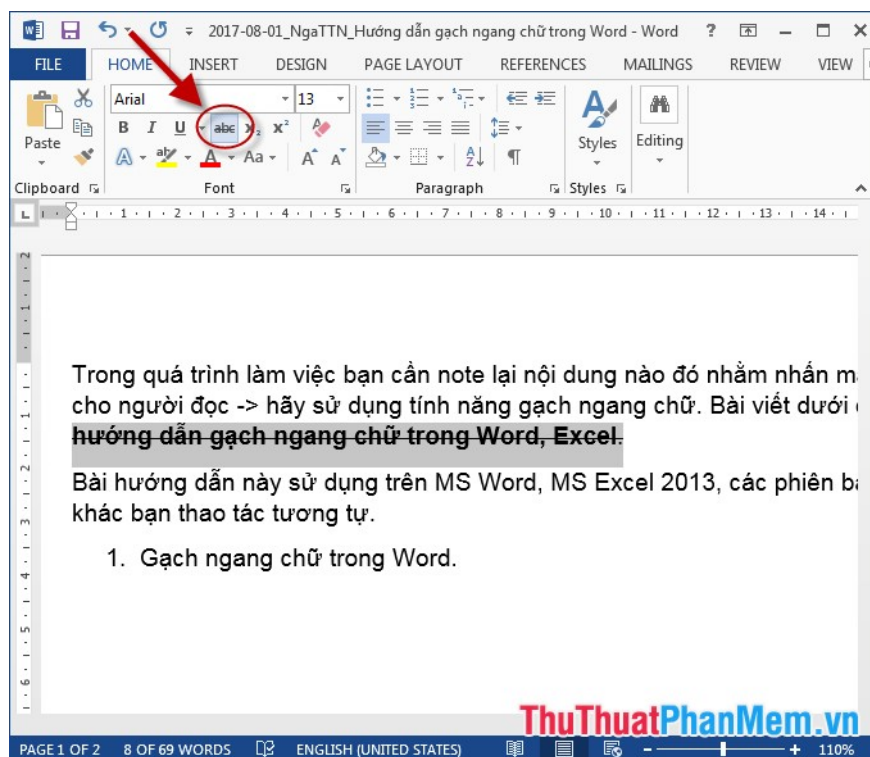
This tutorial uses on MS Word, MS Excel 2013, other versions you manipulate similar.

1. Strikethrough in Word .

For example, to create a strikethrough text **guide strikethrough in Word, Excel** .



- Highlight the text to create dashes -> on the **Home** tab, click the **Strikethrough** icon to create a dash:

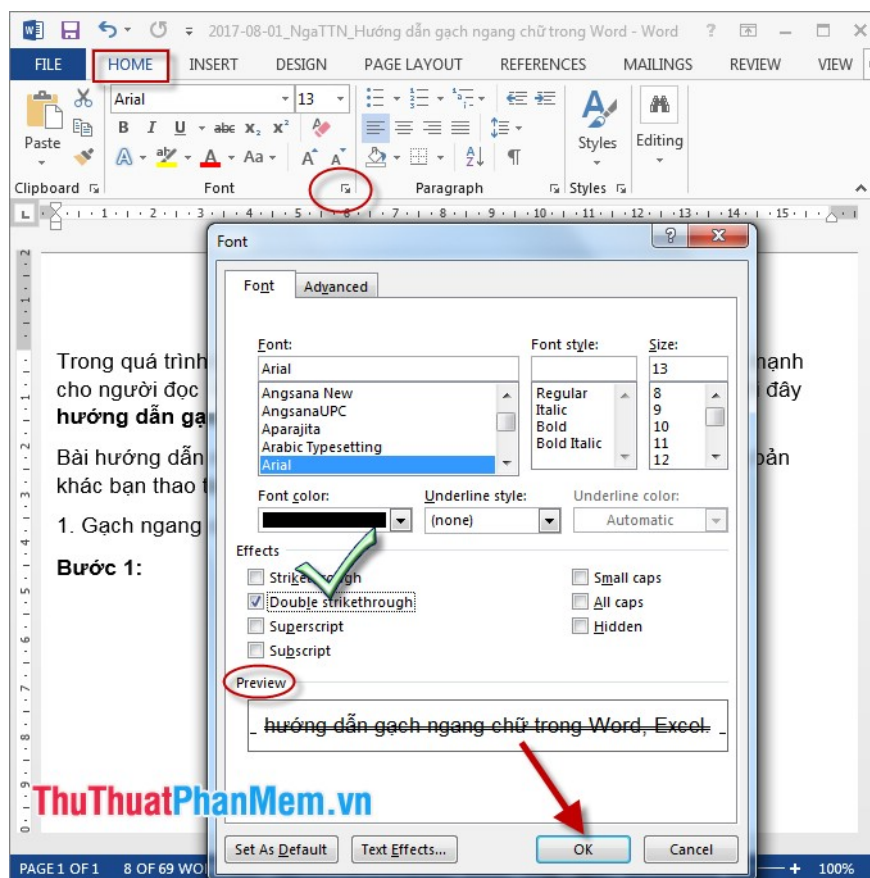


- In addition to creating a dash on the **Home** tab -> click the arrow in **Font** -> **Font** dialog box appears with 2 options of strikethrough:

+ **Strikethrough:** Create 1 word strikethrough.

+ **Double Strikethrough:** Create 2 dashes.

For example, here choose 2 dashes, you can preview in section **Preview**. Finally, click **OK**:



- Results after creating dashes:

Trong quá trình làm việc bạn cần note lại nội dung nào đó nhằm nhấn mạnh cho người đọc > hãy sử dụng tính năng gạch ngang chữ. Bài viết dưới đây hướng dẫn gạch ngang chữ trong Word, Excel.

Bài hướng dẫn này sử dụng trên MS Word, MS Excel 2013, các phiên bản khác bạn thao tác tương tự.

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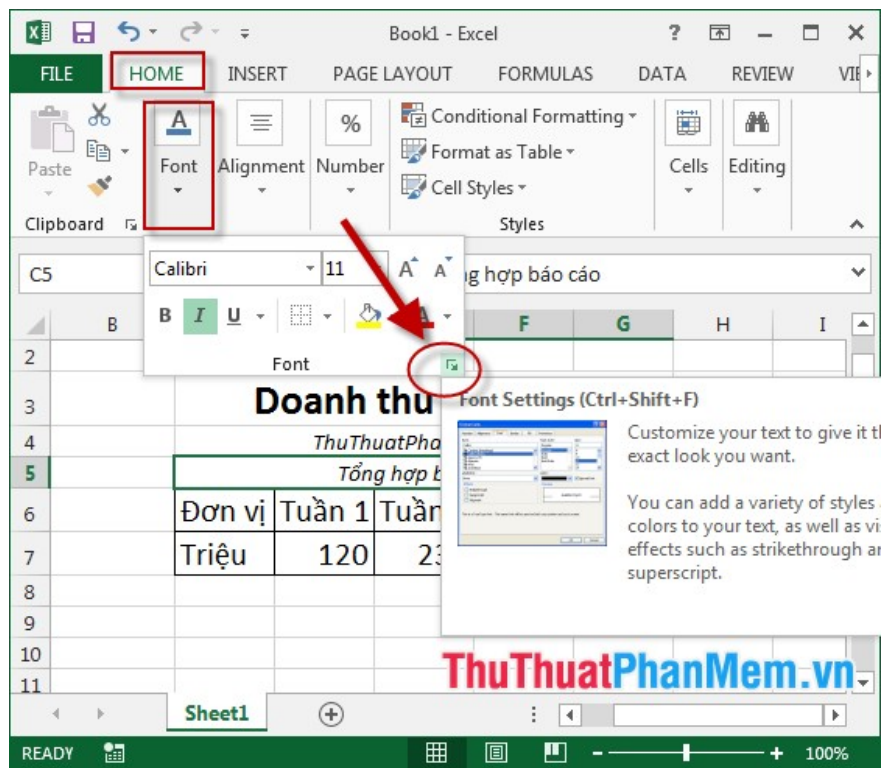
- To remove dashes, simply uncheck the **box** in **Strickethrough** or **Double Strickethrough**.

2. Create dash in Excel.

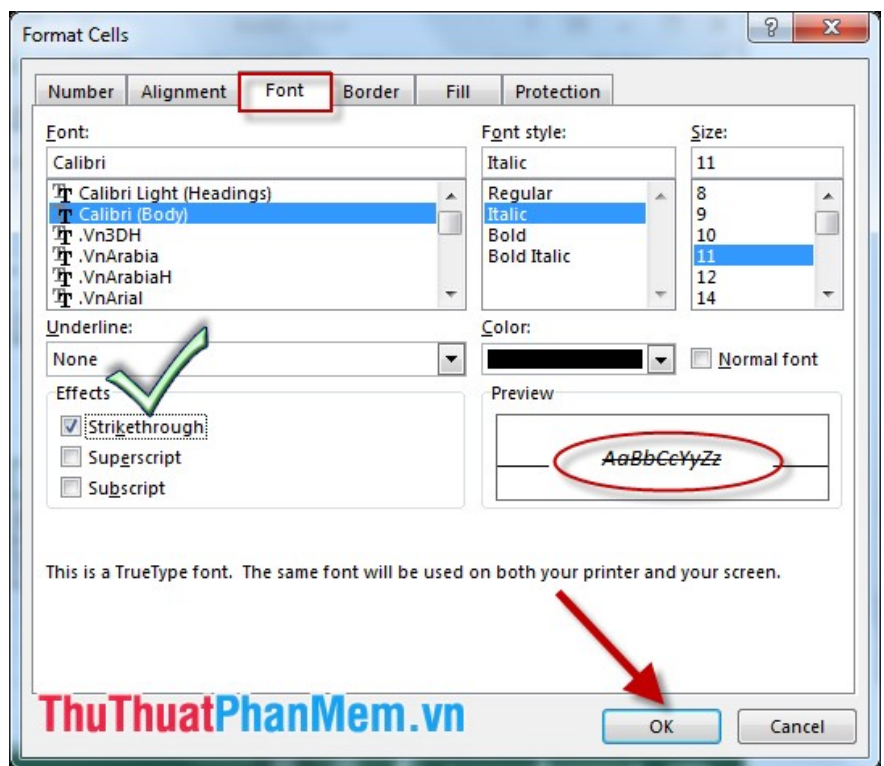
To create dashes in Excel similar to Word, only difference in Excel does not have dashes 2 times.

For example, it is necessary to create a dash **of the report Summary**.

- Click on the box to create dashes -> **Home** -> **Font** -> click the arrow in the **Font** section :



- The **Format Cells** dialog box appears in the **Effects** area , tick on **Strikethrough**, you can preview it in the **Preview** section -> Finally, click **OK**.



- The result has been created in Excel:

Doanh thu tháng 12

~~Tổng hợp báo cáo~~

Đơn vị	Tuần 1	Tuần 2	Tuần 3	Tuần 4
Triệu	120	230	450	346

- To remove dashes you just need to remove the tick in the **Strikethrough** section .

Above is a detailed guide on **how to strikethrough in Word, Excel**. Wish you create successful **notes** with **Strikethrough**.

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