

# Add Strikethrough Button to Ribbon in Excel

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The addition of a stri~~k~~ethrough button on the rib~~b~~on in Exc~~e~~l is an important tool for quickly form~~a~~tt~~i~~ng text in a document. While this feature is inherently available within the Font settings dialog box, having it directly accessible greatly enhances efficiency. With a single click, users can swiftly add a line through their text, which serves multiple practical purposes beyond mere aesthetic modification. This quick access is especially valuable when managing extensive datasets or complex collaborative spreadsheets where speed and consistency are paramount.

The primary use of the stri~~k~~ethrough function is often to signify that certain data points, entries, or tasks have been rendered obsolete, completed, or marked for removal. This visual cue is far more effective than simply deleting the content, as it maintains an auditable trail of changes. For instance, in project management tracking within Exc~~e~~l, striking through a row clearly indicates task completion without losing historical context. This capability is essential for transparency and detailed record-keeping in professional environments.

Furthermore, the visual clarity provided by a dedicated stri~~k~~ethrough button significantly aids the review process. When working collaboratively, reviewers can rapidly identify text or figures that have been proposed for elimination or replacement, expediting editorial workflows. By centralizing common form~~a~~tt~~i~~ng tools like strikethrough onto the primary interface, users can ensure consistency across large workbooks, reducing the likelihood of manual errors that often occur when navigating multiple menus. This focus on accessibility transforms a minor styling function into a powerful efficiency tool for data manipulation and document control.

## The Efficiency Imperative: Why Customize the Quick Access Toolbar?

If you frequently apply the **stri~~k~~ethrough** effect to text within your Exc~~e~~l worksheets, relying solely on the deep-dive Font dialog box becomes cumbersome and time-consuming. The standard method requires selecting the cell(s), navigating to the Home tab, clicking the small arrow in the Font group to open the dialog box, and then checking the Strikethrough box--a sequence involving several clicks and mouse movements. This overhead is unsustainable for users who require rapid, repeated form~~a~~tt~~i~~ng changes throughout their workday.

The solution lies in leveraging Qui~~c~~k Access Tool~~b~~ar (QAT) customization. The QAT, located typically above or below the rib~~b~~on, is designed specifically for housing frequently used commands that might otherwise be buried deep within menu structures. By placing the **Stri~~k~~ethrough** command directly onto the QAT, users reduce the necessary actions from four or five clicks down to a single, instantaneous click, dramatically streamlining the workflow associated with auditing, editing, or marking data.

This tutorial provides a comprehensive, step-by-step example detailing exactly how to locate the hidden **Stri~~k~~ethrough** command and successfully integrate it into your Qui~~c~~k Access Tool~~b~~ar.

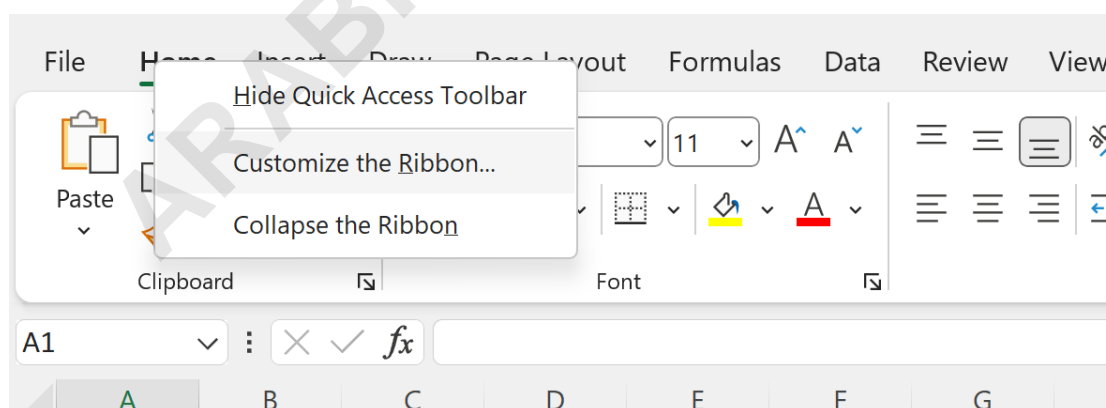
Mastering this simple customization technique is pivotal for professionals aiming to maximize productivity and ensure that routine formatting tasks are performed with minimal distraction and maximum speed. Follow these instructions carefully to transform how you interact with cell data and presentation within your spreadsheets.

## Initiating the Customization Process: Accessing Excel Options

To begin the process of adding the **Strikethrough** button, the first action involves accessing the core customization settings of the Excel application. While some customizations can be made directly via the ribbon, the most robust method for adding specialized, non-standard commands is through the Options menu. This menu serves as the central hub for configuring all user interface elements, including both the main ribbon structure and the essential Quick Access Toolbar.

The most straightforward pathway to these settings involves right-clicking directly on any blank area of the active ribbon, typically within the **Home** tab or any other major tab. Upon right-clicking, a contextual menu will appear, presenting several options related to minimizing or customizing the interface. From this list, you must select the **Customize the Ribbon** option. This selection automatically navigates you to the advanced customization pane within the Excel Options dialog box.

It is important to note that although the command is labeled "Customize the Ribbon," this section also governs the settings for the Quick Access Toolbar. Alternatively, users could navigate to File > Options and then manually select the 'Customize Ribbon' or 'Quick Access Toolbar' category from the left-hand navigation pane. However, the right-click method is generally faster and more intuitive for initiating immediate interface changes.



## Navigating the Quick Access Toolbar Configuration Panel

Once the **Excel Options** dialog box is open, attention must shift to the lefthand navigation panel. Although we initially clicked "Customize the Ribbon," we must now specifically select **Quick**

**Access Toolbar.** This action brings up the dedicated configuration window where all modifications to the QAT are managed. This panel consists of two main list boxes: the left box displays the available commands that can be added, and the right box shows the current list of commands already present on your QAT.

The next crucial step is defining the scope of commands available for selection. By default, the dropdown menu under the heading **Choose commands from** might display "Popular Commands." Since the **Strikethrough** function is often categorized as a specialized or non-standard command in the primary view, we must change this filter. Click the dropdown menu and select **All Commands**. This comprehensive list includes every available command executable within Excel, ensuring that the **Strikethrough** option is visible for selection, which is often not the case in filtered views.

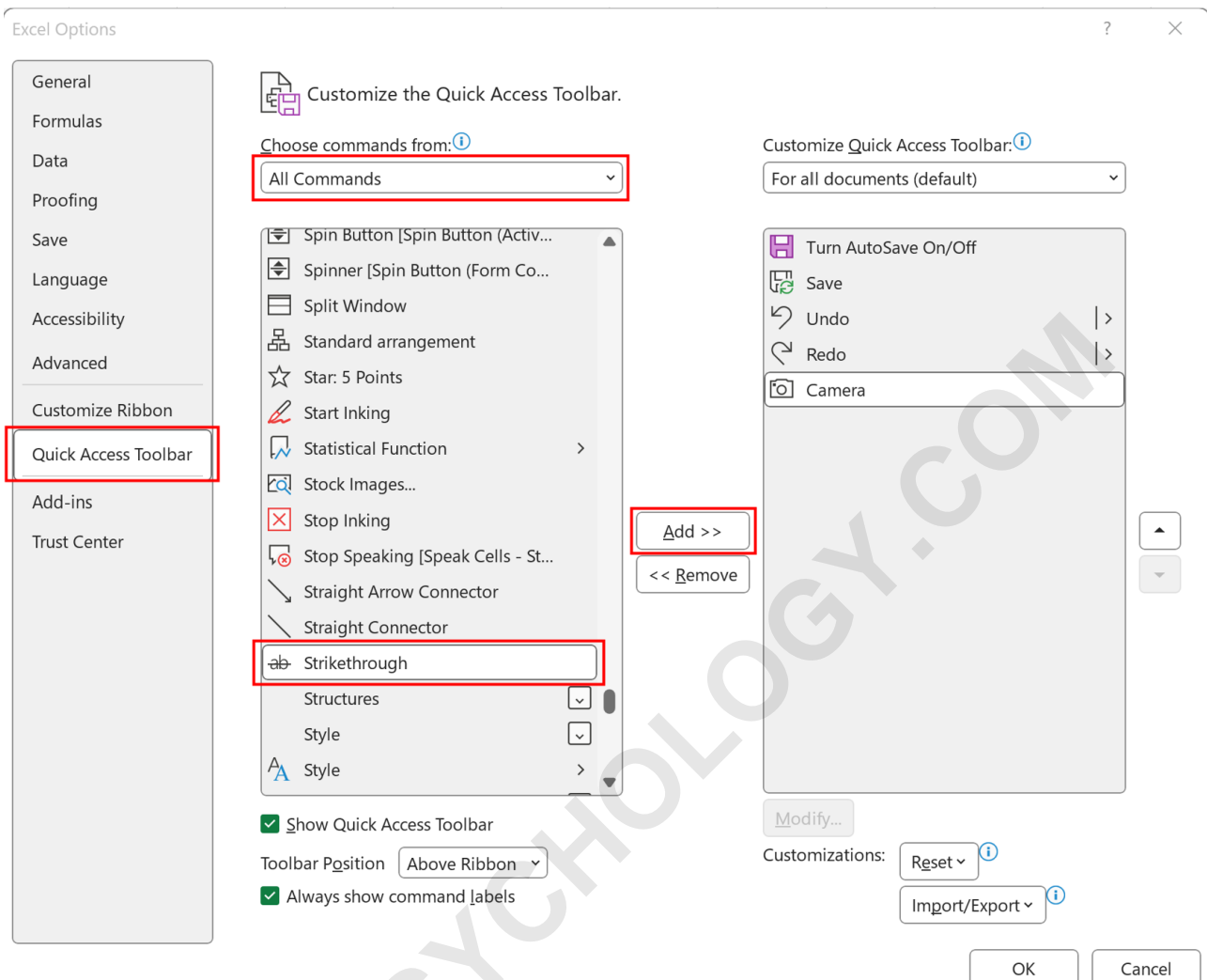
Selecting **All Commands** will populate the left list box with hundreds of entries, listed alphabetically. This transition ensures that no function, regardless of its typical placement on the ribbon, is overlooked. This step is a common point of confusion for new users attempting interface customization; always ensure you have selected the broadest command category when searching for specific, less-common buttons.

## Locating and Integrating the Strikethrough Command

With the **All Commands** list displayed, the task now becomes locating the specific **Strikethrough** function. Due to the alphabetical arrangement of the command list, you must scroll down through the extensive list until you find the entry labeled **Strikethrough**. Pay close attention to the icons displayed next to the names, although the textual description should be clear enough for identification. Once located, click on the **Strikethrough** command to highlight it in the left panel.

After selecting the command, the integration process is initiated by clicking the **Add >>** icon located between the two list boxes. This action moves the **Strikethrough** command from the list of available commands on the left to the list of active QAT items on the right. Once added to the right-hand panel, the command is effectively queued for display on the Quick Access Toolbar. At this stage, you also have the ability to reorder the new button using the Up and Down arrows on the right, ensuring it is placed in a convenient location relative to other QAT icons.

Once the **Strikethrough** command has been successfully moved to the right panel, confirm the changes and exit the customization interface by clicking the **OK** button at the bottom of the **Excel Options** dialog box. Clicking **OK** applies the pending configuration updates immediately to your Excel window, making the new button instantly usable. If you close the dialog without clicking **OK**, all modifications will be discarded.

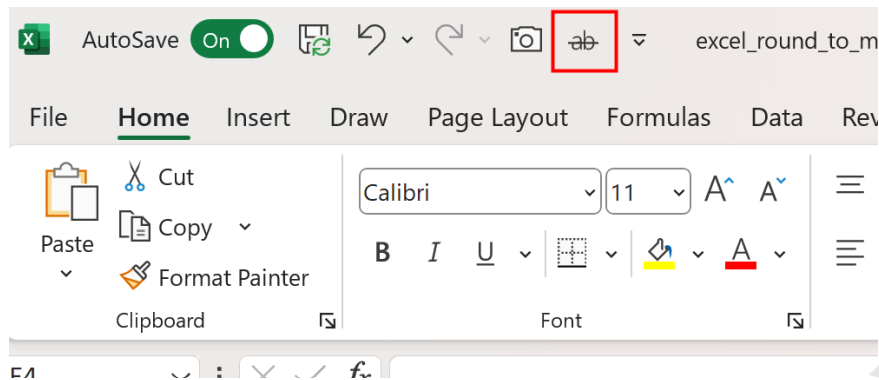


## Verification and Instantaneous Application of the New Tool

Upon clicking **OK**, the **Strikethrough** icon will immediately materialize along the Quick Access Toolbar (QAT), typically positioned either above or below the main ribbon based on your global settings. The icon is usually represented by the letter 'a' with a line drawn through it, serving as a clear, unmistakable visual indicator of its function. Take a moment to verify the presence and positioning of the new tool before proceeding to its practical application.

The true value of this customization is realized when applying the strikethrough formatting to actual data. Once this icon is fixed in the quick access area, you can select any range of cells--or even specific text strings within a single cell--and then simply click this dedicated **Strikethrough** icon to apply the format. This single-click execution vastly outperforms the native method, especially when dealing with large-scale data cleansing or auditing tasks where dozens or hundreds of items need to be marked.

This streamlined process ensures that repetitive actions are minimized, allowing the user to focus more on data analysis and integrity rather than interface navigation. The ability to toggle the strikethrough state on and off with one click makes rapid editing possible, providing an efficiency boost that is measurable over time.



### Demonstration: Applying Strikethrough to Cell Ranges

To illustrate the efficiency of this newly added button, consider a common scenario where a list of tasks or inventory items needs revision. For example, suppose we have a dataset spanning the cell range **A2:A11** in our current spreadsheet, representing a list of products or deliverables. Without the QAT button, striking through these 10 cells would require multiple steps per cell or navigating the Font dialog once for the entire range.

	A	B	C	D	E
1	<b>Team</b>				
2	Mavs				
3	Spurs				
4	Rockets				
5	Kings				
6	Warriors				
7	Nets				
8	Lakers				
9	Thunder				
10	Blazers				
11	Jazz				
12					
13					
14					
15					

The improved workflow involves simply highlighting the desired cell range, in this case, **A2:A11**. By performing this selection, the cells are temporarily staged for the next command execution. Immediately after highlighting, the user needs only to move the cursor slightly up to the Quick Access Toolbar and click the dedicated **Strikethrough** icon. The command executes instantly across the entire selected range.

We can then click the **Strikethrough** icon on the quick access toolbar and each of the cells that we have selected will automatically have a strikethrough:

	A	B	C	D	E
1	<del>Team</del>				
2	<del>Mavs</del>				
3	<del>Spurs</del>				
4	<del>Rockets</del>				
5	<del>Kings</del>				
6	<del>Warriors</del>				
7	<del>Nets</del>				
8	<del>Lakers</del>				
9	<del>Thunder</del>				
10	<del>Blazers</del>				
11	<del>Jazz</del>				
12					
13					
14					
15					

## Advanced Considerations: Strikethrough and Conditional Formatting

While adding the **Strikethrough** button to the QAT provides excellent manual control, it is worth exploring how this visual cue interacts with Excel's advanced features, specifically conditional formatting. Although the QAT button provides manual intervention, users seeking automated strikethrough based on certain criteria (e.g., striking through a task if an adjacent status cell reads "Complete") should utilize conditional formatting rules applied through the 'Manage Rules' dialog box. This ensures that the strikethrough is applied dynamically without requiring manual clicking.

However, the QAT button remains superior for manual overrides, quick edits, or cases where the strikethrough must be applied selectively based on human judgment rather than strict formulaic criteria. For example, an auditor might need to manually strike through samples that failed a visual inspection, a subjective assessment that cannot be easily encoded in a formula. The seamless access provided by the customized QAT button supports this kind of swift, discretionary formatting required in editorial and auditing roles.

Understanding the interplay between quick manual tools and automated rules allows users to build robust and efficient spreadsheet models. For most daily usage involving marking items as reviewed or deleted, the QAT button is the fastest interface solution available, offering immediate control right at the user's fingertips, completely bypassing the complex menu structures necessary for setting up conditional formatting rules.

## Conclusion: A Small Customization, A Major Workflow Improvement

The customization detailed in this guide--adding the dedicated **Strikethrough** button to the Quick Access Toolbar--represents a minor technical adjustment that yields significant returns in daily productivity within Excel. By reducing a multi-click operation into a single, instantaneous action, users can save valuable time, minimize cognitive load, and maintain higher consistency when working with spreadsheets that require frequent visual marking of data.

We have demonstrated that the process involves straightforward navigation: right-clicking the ribbon, selecting the Quick Access Toolbar settings, filtering for **All Commands**, locating **Strikethrough**, and adding it to the QAT. This transformation from a hidden feature to a frontline tool underscores the power of personalizing the Microsoft Office interface to suit specific professional needs and usage patterns.

For any heavy Excel user involved in data verification, task management, or document drafting, implementing this quick customization is highly recommended. It is a fundamental technique for transforming a default interface into a highly optimized, high-speed working environment, ensuring that complex data management tasks are executed with maximum efficiency and minimum effort.