

# How to Add a Strikethrough Button to the Excel Ribbon

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# How do I add a strikethrough button to the ribbon in Excel?

Managing data within **Microsoft Excel** often requires more than just numerical input; it necessitates clear visual indicators to communicate the status of various tasks or data points. One of the most effective ways to signify completion or the removal of an item from an active list is through the use of **strikethrough** formatting. While this feature is common in word processors, it is somewhat hidden within the default **user interface** of Excel. To improve your overall **productivity**, you can customize your workspace by adding a dedicated button for this function directly to your accessible toolbar.

By default, applying a horizontal line through text in a cell requires navigating through multiple dialog boxes or remembering specific **keyboard shortcuts**. However, for users who rely heavily on visual cues for **project management** or auditing, having a single-click solution is far superior. This guide provides a comprehensive overview of how to modify your **Ribbon** or Quick Access Toolbar to ensure this command is always within reach, thereby streamlining your **workflow** and reducing technical friction.

The following detailed tutorial outlines the exact steps required to integrate the **strikethrough** command into your persistent interface. By following these instructions, you will transform your **spreadsheet** environment into a more personalized and efficient tool. Whether you are managing a simple checklist or a complex financial model, this customization will allow for faster updates and clearer data presentation.

## The Significance of Visual Formatting in Data Auditing

In the realm of **data analysis**, the ability to quickly distinguish between active and inactive information is crucial. Visual cues like **strikethrough** provide an immediate psychological and analytical signal that a specific entry has been addressed, verified, or discarded. This is particularly useful in collaborative environments where multiple stakeholders access the same **Microsoft Excel** workbook. Without clear formatting, the intent behind a data entry might be lost, leading to errors in interpretation or redundant work cycles.

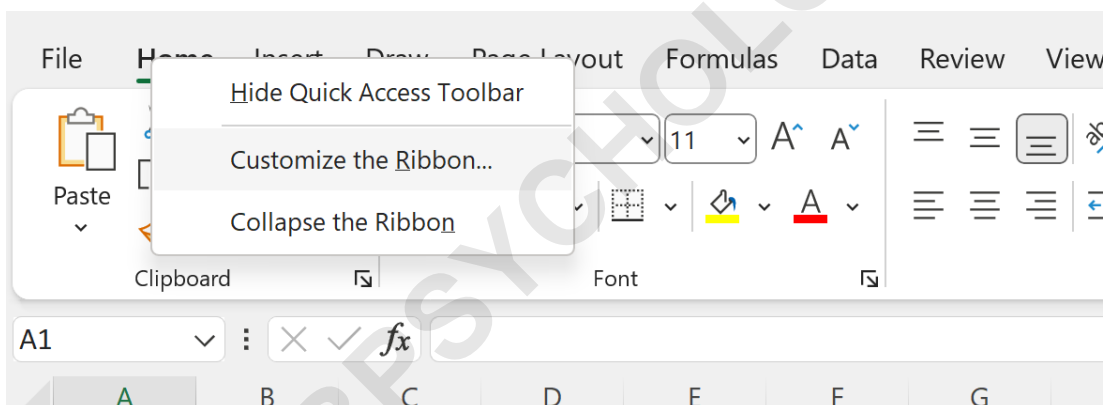
Furthermore, consistent **strikethrough** usage helps in maintaining historical records within a single document. Instead of deleting information and losing the trail of what was previously considered, striking through the text preserves the historical context while clearly marking it as no longer relevant for current calculations. This practice is a cornerstone of effective **data integrity** and organizational transparency. Customizing your **Ribbon** to include this button ensures that these best practices are easy for every team member to follow without searching through menus.

Finally, the optimization of the **user interface** is a direct investment in your professional efficiency. Every second spent navigating through "Format Cells" menus is time taken away from high-level analysis. By centralizing your most-used commands, you create a seamless interaction between your thought process and the software. The following sections will detail the precise mechanics of this customization, ensuring that your **spreadsheet** remains a powerful asset in your daily operations.

## Initiating the Customization Process in Excel

To begin the process of adding a **strikethrough** button, you must first access the core configuration settings of the **Microsoft Excel** application. This is achieved by interacting with the existing **Ribbon**, which serves as the primary navigation hub for all commands. By right-clicking on any of the active tabs, such as the **Home** tab, you reveal a context menu that contains the specific options for tailoring the interface to your unique requirements.

First, right-click on the **Home** tab on the top ribbon and then click **Customize the Ribbon**:



This action opens the **Excel Options** dialog box, which is the central nerve center for all **software customization**. Within this window, you have the ability to modify the behavior of the application, change display settings, and, most importantly, redefine how commands are presented to the user. Understanding this menu is essential for any advanced user looking to move beyond the basic functionality of **spreadsheets**.

Once the dialog box is open, you will notice two main columns. The left column displays a list of available commands, while the right column shows the current structure of your interface. To add a button specifically for **strikethrough**, you must navigate to the appropriate section that governs the **Quick Access Toolbar** or the main **Ribbon** tabs. For this example, we will focus on the Quick Access Toolbar for its high visibility and ease of use across all tabs.

## Configuring the Quick Access Toolbar for Rapid Access

The **Quick Access Toolbar** (QAT) is a specialized area of the **user interface** that remains visible regardless of which **Ribbon** tab is currently selected. This makes it the ideal location for formatting tools that are used frequently, such as **strikethrough**. To modify this toolbar, you must select it from the sidebar within the Excel Options menu to view its specific configuration settings.

Next, click **Quick Access Toolbar** on the left-hand side of the window. This will shift the focus of the dialog box to the buttons that appear at the very top of your Excel window, usually above or below the main **Ribbon** area. This section is highly flexible, allowing you to add, remove, or reorder commands to match your personal **workflow** preferences.

After selecting the Quick Access Toolbar section, you must change the scope of the commands being displayed to ensure you can find the **strikethrough** option. By default, Excel may only show "Popular Commands," which often excludes specific formatting tools. To see the full range of available features, you will need to expand this selection to encompass the entire library of **Microsoft Excel** functionalities.

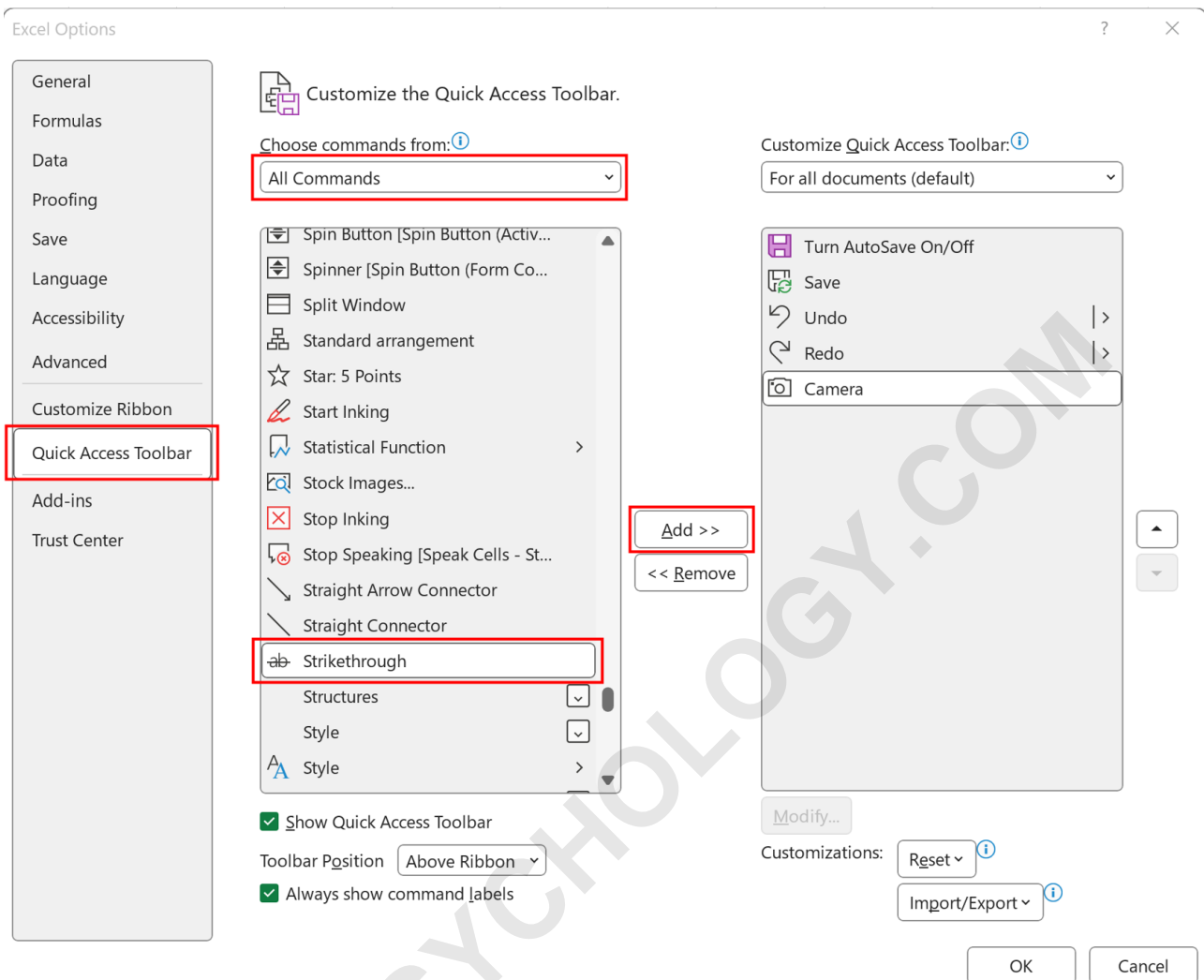
## Locating and Adding the Strikethrough Command

To find the specific command for **strikethrough**, you need to navigate through the extensive list of internal Excel functions. Because the command is considered a specific font property rather than a primary top-level action, it is categorized under the broader list of formatting tools. Switching the view to display all commands is the most reliable way to locate it quickly without knowing the exact sub-category.

Then click **All Commands** from the dropdown menu under **Choose commands from**. This will populate the list with every possible action available in the software, sorted alphabetically. You will need to scroll through this list until you reach the "S" section to find the entry for **strikethrough**. This list is comprehensive, showcasing the depth of **Microsoft Excel** and its capabilities for **data visualization**.

Once you have located the **strikethrough** command, the next step is to move it into your active toolbar. This is done by selecting the item and utilizing the transfer button located between the two columns. This action tells the **user interface** to include the new button in its permanent display layout.

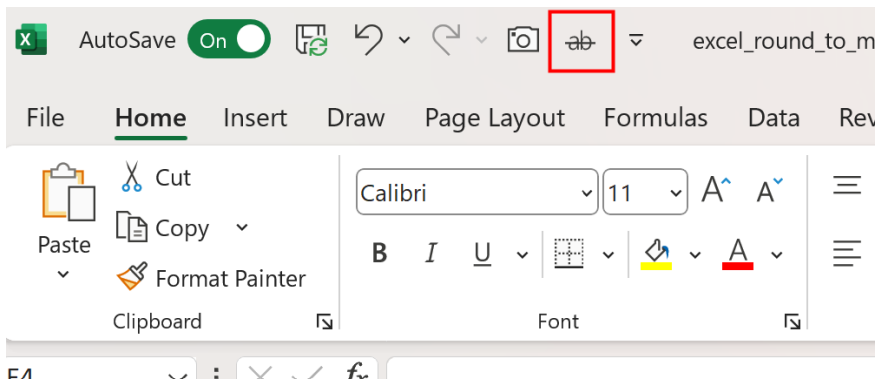
Then scroll down until you see **Strikethrough**. Then click the **Add >>** icon to move it to the right-hand column:



## Finalizing the Interface Update

After successfully moving the command to the right-hand column, you must confirm these changes to update the **Microsoft Excel** environment. This confirmation process saves your configuration to your local user profile, ensuring that the **strikethrough** button remains available every time you open the application in the future. It is a one-time setup that yields long-term **productivity** gains.

Once you click **OK**, the **Strikethrough** icon will appear along the **Quick Access Toolbar** at the very top of your screen. You will now notice a new icon, typically represented by the letter "ab" with a line through it, situated alongside your other frequent commands like Save, Undo, and Redo. This visual addition marks the successful customization of your **Ribbon** area.



Having this icon readily available eliminates the need for complex **keyboard shortcuts** such as Ctrl + 5, which some users find difficult to remember or execute. The graphical button provides a clear, intuitive way to apply formatting, making the **spreadsheet** more accessible to users of all skill levels. With the setup complete, you can now begin applying this format to your actual data sets.

## Applying Strikethrough to Your Data Sets

With the new button in place, applying **strikethrough** formatting becomes an effortless task. You can now treat this command just like bold or italic formatting. To begin, you must select the target cells within your **spreadsheet** that require the visual update. This can be a single cell, a specific range, or even non-adjacent cells selected while holding the Ctrl key.

For example, suppose we highlight the cell range **A2:A11** in our current sheet to mark several items as processed or completed. The selection is clearly highlighted by the Excel cursor, indicating that any subsequent command will be applied to this specific **data analysis** 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					

Once your selection is active, simply navigate your mouse to the top of the window and click the **strikethrough** icon you just added. **Microsoft Excel** will instantly process the request and update the visual style of the text in every selected cell. This immediate feedback is essential for maintaining a high-speed **workflow** during intense data entry or review sessions.

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** applied to the text. This visual change is non-destructive, meaning the underlying data remains intact for calculations, while the visual presentation clearly communicates the status of the information to any viewer.

	A	B	C	D	E
1	<b>Team</b>				
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					

## Alternative Methods: Shortcuts and Conditional Formatting

While adding a button to the **Ribbon** is a fantastic way to enhance **user interface** accessibility, it is also helpful to be aware of other methods for applying **strikethrough**. For power users who prefer to keep their hands on the keys, the **keyboard shortcut Ctrl + 5** serves as a toggle for this format. Mastering these shortcuts can significantly increase your **productivity** by allowing you to format data without ever reaching for the mouse.

Additionally, for more advanced automation, you can utilize **Conditional Formatting** to apply a **strikethrough** automatically based on certain criteria. For instance, if a "Status" column is changed to "Complete," you can set a rule that automatically strikes through the entire row. This level of automation reduces manual errors and ensures that your **data visualization** is always up-to-date with the latest information.

Finally, the "Format Cells" dialog box (accessed via **Ctrl + 1**) offers a "Font" tab where the **strikethrough** checkbox is located. This is the traditional method and remains useful when you need to apply multiple formatting changes--such as changing color, font size, and effects--all at once. By combining these methods with your new toolbar button, you gain total control over the presentation of your **Microsoft Excel** workbooks.

## Expanding Your Excel Proficiency

Customizing the **user interface** is just one step in becoming an expert in **spreadsheet** management. Once you have mastered the **strikethrough** button, you may find that other commands, such as "Freeze Panes," "Clear All," or "Formulas," would also benefit from being moved to the **Quick Access Toolbar**. The principles of **productivity** design suggest that the more you tailor your tools to your specific tasks, the more accurate and efficient your work will become.

As you continue to refine your **workflow**, consider exploring how these visual changes impact your **data analysis** results. Clear formatting leads to better insights and more professional reporting. **Microsoft Excel** is a deep platform with endless customization options, and taking the time to set it up correctly is a hallmark of a sophisticated data professional.

The following tutorials explain how to perform other common operations in Excel to further enhance your skills and efficiency:

**How to use Conditional Formatting based on another cell**

**How to create a custom Ribbon tab for your most-used macros**

**Advanced keyboard shortcuts for data navigation**

**Best practices for spreadsheet design and data integrity**