Strikethrough Text

- In this tutorial, you will learn how to draw a line through the middle of text in your Microsoft Word 2010 document.
- The STRIKETHROUGH button can be used to draw a line through text.

Example of text with strikethrough formatting:

The continued influx of international students poses unique opportunities as ages in online learning environments. Research continues to explore factors t

Example of text without strikethrough formatting:

The continued influx of international students poses unique opportunities as ages in online learning environments. Research continues to explore factors the

Locating the Strikethrough Button

To locate the STRIKETHROUGH button, click on the HOME tab of the ribbon. The STRIKETHROUGH button can be found on the FONT group.
Using the Strikethrough Button

Step 1: Open your Microsoft Word document and locate the Strikethrough button on the HOME tab.

Step 2: Select the text you would like to draw a line through.

Step 3: On the HOME tab, click the STRIKETHROUGH button in the FONT group to strikethrough the selected text.

Finish: By following the steps above, you can strikethrough text within your document.