



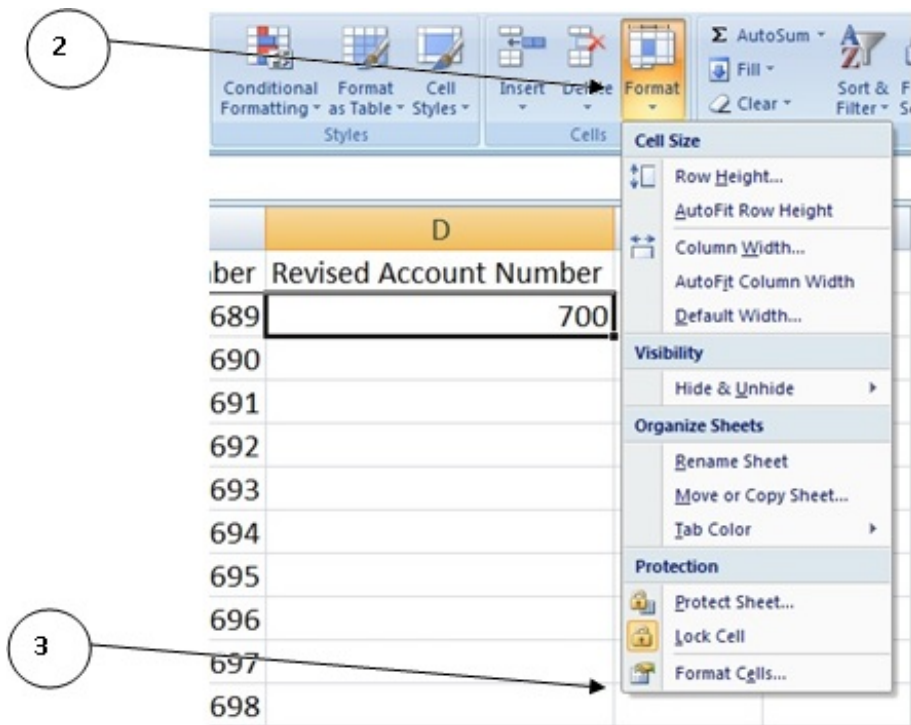
Strikethrough

Recently I was asked by a Controller how to show changes within a Microsoft Excel file. While there are a few techniques to do this, she was specifically interested in showing a line through old or revised text. The following is a brief step by step on the strikethrough feature available in Microsoft Excel.

1

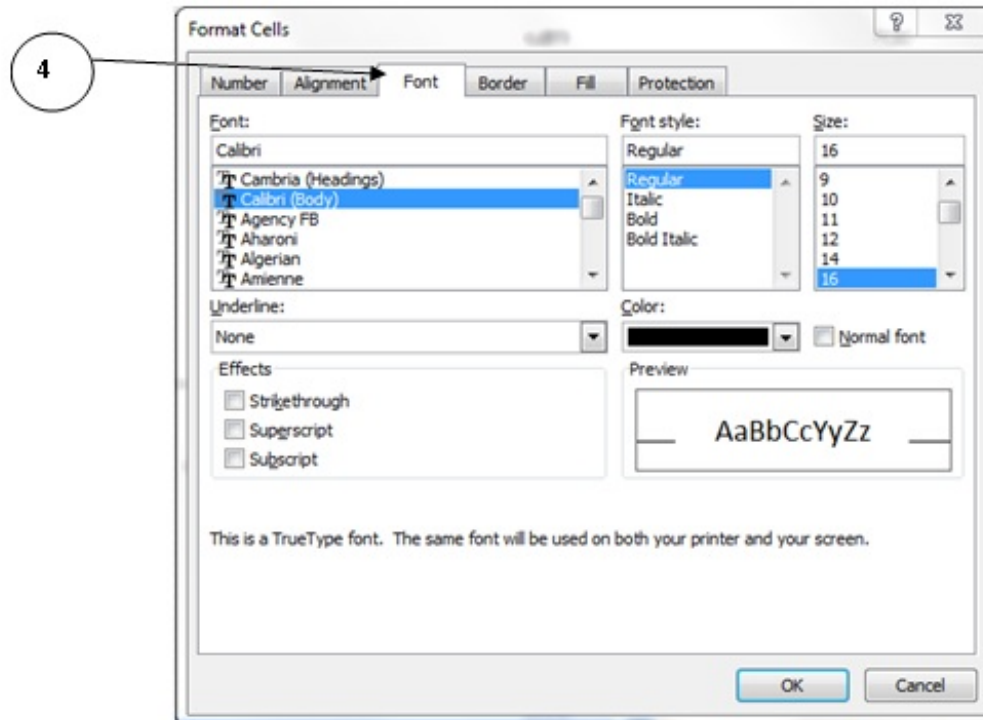
	A	B	C	D
1	Old Account Number	Name	Account Number	Revised Account Number
2		111 Cash	689	700
3		113 Accounts Receivable	690	
4		114 Fees Receivable	691	
5		115 Art Supplies	692	
6		116 Office Supplies	693	
7		117 Prepaid Rent	694	
8		118 Prepaid Insurance	695	

1. Select the cell you would like to add a strikethrough to (ex. C2)

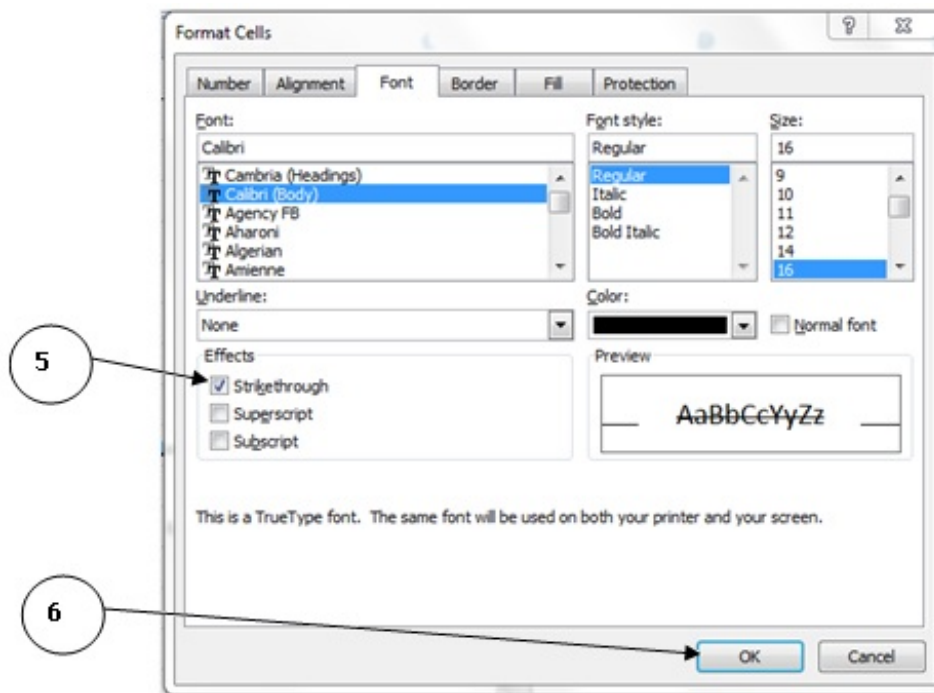


2. Under the Home Ribbon select Format

3. Click format Cells



4. Click on Font



5. Check Strikethrough

6. Click Ok

7

A	B	C	D
Old Account Number	Name	Account Number	Revised Account Number
111	Cash	689	700
113	Accounts Receivable	690	

7. A strikethrough has been added to cell C2