

# Learning to Customize the Excel Ribbon: Adding a Strikethrough Button

Authored by  
**Mohammed looti**

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For professionals who frequently utilize [Microsoft Excel](#), optimizing workflow efficiency is non-negotiable. While the majority of essential formatting tools are conveniently located on the main [Ribbon](#) interface, the command necessary for applying [strikethrough](#) text formatting is often inconveniently buried within the deep 'Format Cells' dialog box. If your daily tasks involve marking data as completed, obsolete, or requiring deletion, having an immediate, dedicated **strikethrough** button is critical for accelerating your data processing and review workflow.

Fortunately, the design of Excel allows for extensive interface customization, granting users the ability to expose hidden or less-used commands. This comprehensive guide details a precise, step-by-step methodology for integrating the **Strikethrough** function directly into your Excel environment. By following these steps, you will gain instant, single-click access to this formatting utility, dramatically streamlining your interaction with complex spreadsheets.

## Enhancing Workflow Efficiency Through Interface Customization

The default configuration of the [Ribbon](#) in **Excel** is standardized to address the needs of the broadest user base and common data manipulation tasks. However, specialized professionals often rely on a specific, recurring set of actions. When performing specialized tasks--such as detailed auditing, tracking project completion status, or performing high-volume data cleanup--the ability to swiftly apply text formatting like **strikethrough** is paramount. Relying consistently on navigating through multiple menus or memorizing complex, multi-step [keyboard shortcuts](#) introduces unnecessary friction and slows down the cognitive flow of work.

By strategically customizing the interface, particularly through the utilization of the **Quick Access Toolbar (QAT)**, users can elevate frequently required commands from deep within the menu hierarchy to a consistently visible and persistent location. This modification significantly reduces both mouse travel and the total number of clicks required for repetitive tasks, leading to substantial time savings over the duration of any major data project. The procedure detailed in this article is designed to be straightforward, yet it yields immediate and tangible benefits for efficient data management and review processes.

This tutorial focuses on adjusting the settings to place the **Strikethrough** command where it offers the maximum utility: immediate accessibility. This adjustment is central to optimizing your data editing, review, and quality assurance procedures within the **Excel** platform.

## Distinguishing the Quick Access Toolbar (QAT) from the Main Ribbon

Before proceeding to the configuration steps, it is essential to establish a clear understanding of the functional difference between the main [Ribbon](#) tabs (e.g., Home, Insert, Data) and the **Quick Access Toolbar (QAT)**. The Ribbon serves as the primary command center, which is logically segmented into functional tabs and groups. Although the Ribbon itself is highly customizable, the

most practical and efficient method for adding individual, frequently accessed commands is via the QAT.

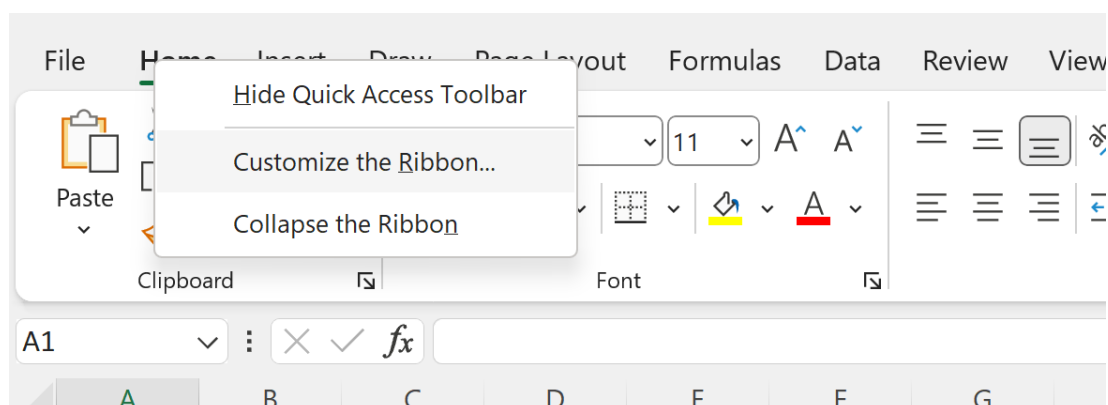
The **Quick Access Toolbar** is a compact, user-defined toolbar, typically positioned either above or below the main [Ribbon](#) display. Its purpose is to act as a permanent repository for your favorite commands, maintaining visibility regardless of which functional tab of the Ribbon you are currently viewing. Because the QAT is always displayed, it represents the optimal location for the **Strikethrough** command, guaranteeing it is always accessible with a single mouse click, eliminating the need to switch tabs or open complex dialogue boxes.

While the common user goal is often described as placing the button "on the Ribbon," the most effective placement for any utility command, especially **Strikethrough**, is nearly always the **Quick Access Toolbar**. The forthcoming instructions leverage the built-in customization features of [Microsoft Excel](#) to achieve this convenient, persistent placement.

## Detailed Procedure for Integrating the Strikethrough Command

The process of adding the **Strikethrough** button necessitates accessing the core Excel Options menu, which governs all aspects of interface and command customization. Follow these precise instructions to successfully integrate the button into your **Quick Access Toolbar** and ensure permanent access.

**Access the Customization Menu:** To initiate the process, navigate to the **Home** tab on the top [Ribbon](#). Right-click anywhere within the Ribbon interface and select the option labeled **Customize the Ribbon**. This action will immediately launch the main Excel Options dialog window, directed specifically to interface modification settings.

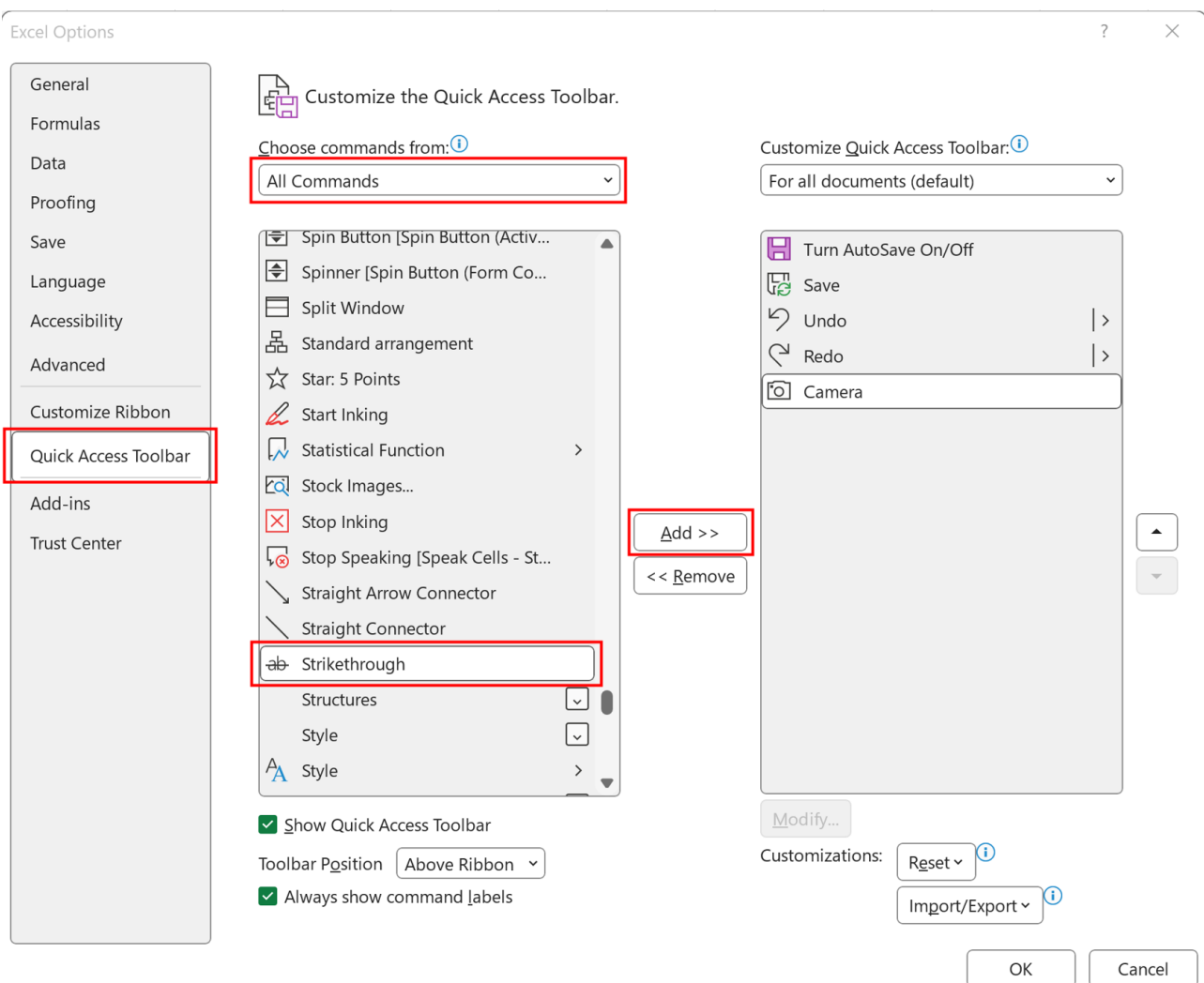


**Select Quick Access Toolbar Settings:** Within the left-hand navigation pane of the Excel Options dialog, click the option labeled **Quick Access Toolbar**. This dedicated configuration area allows for the precise management of all commands that appear in your QAT.

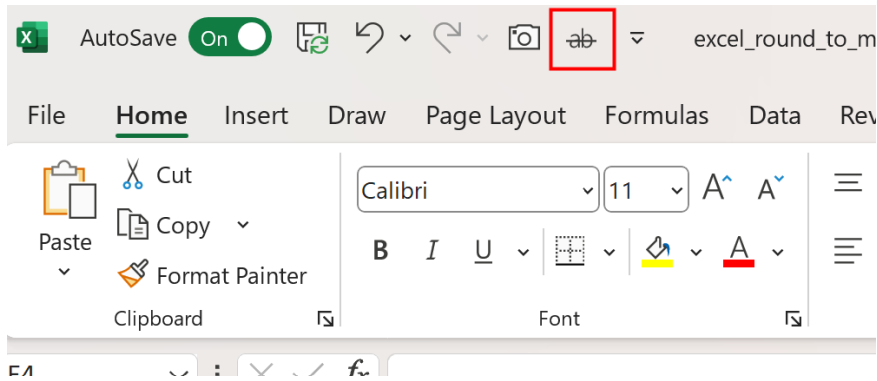
**Display All Available Commands:** To ensure the **Strikethrough** command is visible for selection, locate the dropdown menu positioned under the heading **Choose commands from**. Change the current selection in this dropdown menu from "Popular Commands" to the comprehensive list, **All Commands**. This crucial step populates the list below with every functional command available within [Excel](#).

**Locate and Select Strikethrough:** With the complete list of commands now displayed alphabetically, scroll down the left-hand panel until you locate the specific option labeled **Strikethrough**. Attention to detail is required, as this list is extensive. Once accurately identified, click the entry to select it.

**Transfer the Command to the QAT:** After selecting the **Strikethrough** command, click the **Add >>** button situated in the center section of the dialog box. This action successfully transfers the command from the list of available functions on the left to the list of active QAT commands displayed on the right.



**Apply and Finalize Configuration:** To permanently save the new configuration and apply the changes to your [Excel](#) environment, click the **OK** button located at the bottom of the Excel Options dialog box. The customization window will close, and the dedicated **Strikethrough** icon will immediately materialize in the **Quick Access Toolbar**, typically positioned prominently at the top left of your Excel application window.



## Applying the Strikethrough Command in Practice

With the **Strikethrough** icon now firmly situated in the **Quick Access Toolbar**, applying this essential formatting feature becomes an instantaneous operation. This streamlined method drastically reduces the administrative time typically allocated to repetitive formatting tasks, which is particularly valuable when reviewing extensive datasets or digital checklists.

To effectively utilize the newly installed command, the user only needs to select the target cells or cell ranges. The efficiency of this approach stems from the fact that the QAT icon applies the formatting property directly and immediately, completely bypassing the complex navigation required by the traditional 'Format Cells' menu (which is usually accessed via the Font Settings group on the Home tab or by using the shortcut Ctrl+1).

Consider a practical scenario where a user is auditing a data table and needs to clearly mark a range of items, say cells **A2:A11**, as processed, verified, or otherwise obsolete. The first step involves accurately highlighting the entire continuous cell range intended for formatting.

For example, observe the selected cell range **A2:A11** in the current worksheet:

	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 the selection is active and confirmed, simply click the dedicated **Strikethrough** icon located on the **Quick Access Toolbar**. Upon this single click, every selected cell will be instantly updated, displaying the text content with a horizontal line running through its center, visually communicating its status change.

After clicking the QAT icon, the visual result confirms the formatting change across the selected range:

	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 for Applying Text Strikethrough

While customizing the **Quick Access Toolbar** offers the highest level of user convenience for one-click access, proficient [Excel](#) users often maintain familiarity with multiple methods based on context and device. Understanding these alternative approaches ensures that you can reliably apply **strikethrough** formatting even when working on shared systems or when a pure keyboard-based command sequence is preferred.

The two primary alternatives to QAT customization involve utilizing a specific keyboard sequence and navigating the standard Format Cells dialog box:

**The Advanced Keyboard Sequence:** Unlike some common formatting features, there is no single default **Ctrl + shortcut** for **strikethrough**. The fastest entirely keyboard-based method requires accessing the Format Cells dialog via a specific sequence: press **Ctrl + 1** to open the dialog, then press **Alt + E** to navigate directly to the Effects section where the Strikethrough option resides, and finally press **Enter** to confirm and apply the formatting. This sequence is highly efficient for users who prioritize keeping their hands on the keyboard during intensive data entry.

**The Traditional Format Cells Dialog:** This represents the most conventional method. Users select the target cell(s), perform a right-click, select "Format Cells" from the context menu, and then navigate to the "Font" tab. Within the "Effects" subgroup, the box labeled **Strikethrough** must be checked. Although this process involves multiple clicks and menu traversals, it simultaneously

offers visual confirmation and access to a wide array of other font and text formatting options.

The primary advantage of customizing the **Quick Access Toolbar**, as demonstrated throughout this guide, is that it effectively synthesizes the application speed of a complex keyboard command with the inherent simplicity of a dedicated visual button, making it the superior choice for continuous, repetitive formatting applications.

## Troubleshooting, Exporting Settings, and Best Practices

While interface customization in Excel is generally robust, users may occasionally encounter minor issues. If, after meticulously following the outlined steps, you are unable to locate the new **Strikethrough** command, ensure that you correctly selected **All Commands** in Step 3. A common error is mistakenly searching within the "Popular Commands" list, where **Strikethrough** is not indexed. Furthermore, always verify that you clicked **OK** to save the changes; merely closing the customization dialog box will invariably discard your modification.

For professionals who operate across multiple workstations or devices, it is important to note that QAT customization is saved locally on the specific computer. To maintain a consistent, efficient workspace regardless of the machine used, we strongly recommend exporting your [Ribbon](#) and QAT settings. This functionality is readily available within the same customization window under the "Import/Export" tab, allowing you to seamlessly transfer your personalized setup.

## Further Resources for Excel Productivity

Achieving instant access for utility commands like **Strikethrough** is merely the initial phase of optimizing your entire workflow within [Excel](#). We strongly encourage users to explore the full spectrum of advanced customization features and productivity techniques available to further enhance data management efficiency.

The following resources provide guidance on implementing other common and complex operations in Excel, leveraging both advanced customization and powerful functions:

Tutorials focusing on the creation of custom groups on the main [Ribbon](#) tabs for specialized tasks.

Guides detailing the assignment of specific custom [keyboard shortcuts](#) to frequently used VBA macros.

Explanations regarding the implementation of conditional formatting rules for visual data marking and status tracking.