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Plenty of keyboard shortcuts are available for formatting text in a Word document. But for some reason, Microsoft didn't build one in for the Strikethrough format. If you need to strike through text with some regularity (not as part of tracked changes, but simply as a manually applied format), you'll save time by creating a shortcut of your own. Here's a quick rundown of the steps.

1 Choose Tools | Customize and click the Keyboard button in the Customize dialog box (**Figure A**).

2 When Word opens the Customize Keyboard dialog box, select Format from the Categories list box and then scroll down the Commands list box and select Strikethrough (**Figure B**). Clicking in that list and pressing S will save some scrolling time.

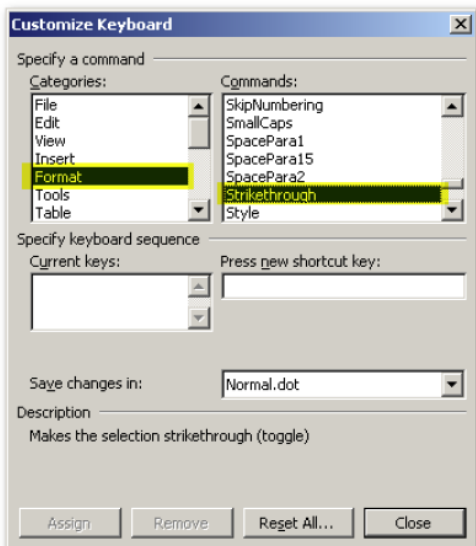


Figure B

4 Click Assign and then Close to return to the Customize dialog box, then click Close to dismiss it.

Now, you can select text and press the shortcut to apply (or remove) the Strikethrough format.

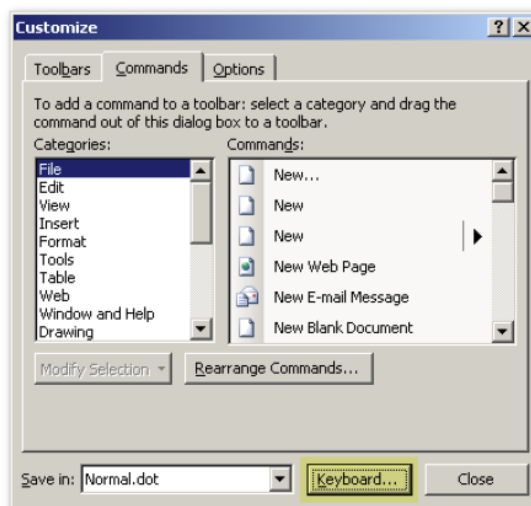


Figure A

3 Click in the Press New Shortcut Key text box and enter whatever shortcut you want -- we'll go with Ctrl + 7 for demonstration purposes here (**Figure C**). If you enter a combination that's in use by another command, Word will display *Currently Assigned To* and the command. You can overwrite that existing shortcut or delete what you entered and pick something else.

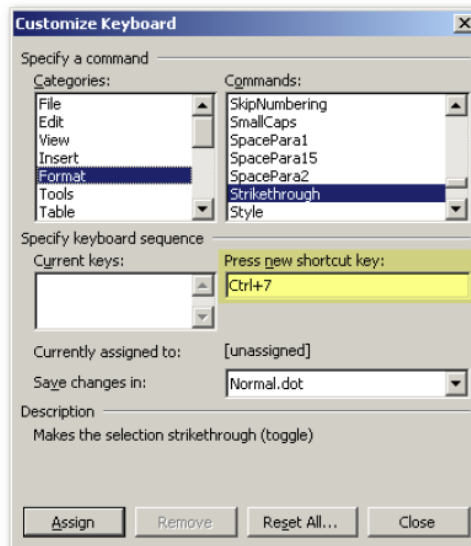


Figure C