

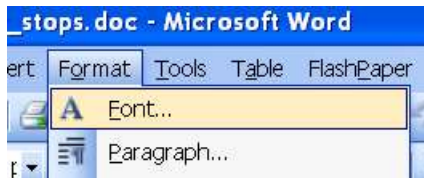
Directions for Using Strikethrough

1. Open the word document you wish to work with. If you are using information from a web site, highlight the information on the web site, copy and paste that information into a word document.
2. Highlight the section you would like to strikethrough.

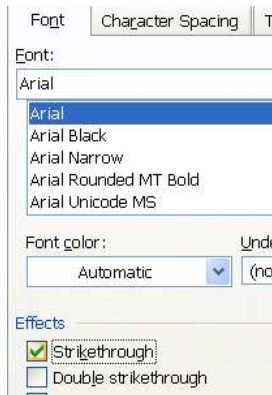
Geography and Landscape

The ancient Maya civilization occurred primarily the Yucatan Peninsula. volcanic mountains which comprise

3. Select Format and Font



4. In the Format Font box select strikethrough

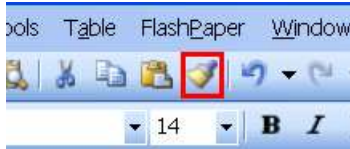


5. Everything that you highlighted previously will be crossed out.

Geography and Landscape

~~The ancient Maya civilization occurred primarily the Yucatan Peninsula.~~

6. In order to be able to simply highlight and strikethrough without having to access the Format and Font options leave what you had crossed out highlighted and select the paintbrush option from the toolbar.



7. You should see the paintbrush as your cursor. To cross more text out, highlight the text to be crossed out with the paintbrush.

andscape

~~ivilization occupied the eastern third of Mesoamer~~
~~n Peninsula. The topography of the area greatly~~
which comprised the highlands in the South. to a