



# Highlighting text

- ❖ Highlight a piece of text means to mark it in a different color, either with a special type of pen or on a computer screen.
- ❖ Select the text you want to highlight
- ❖ In Home Tab Click the highlight icon

Product	Product
Payment	Payment

# Strikethrough text

- ❖ A strikethrough is a horizontal line drawn through text.
- ❖ Select the text you want to Strike.
- ❖ In Home Tab Click the Strikethrough icon

Input	<del>Input</del>
Output	<del>Output</del>

