

2 ways to create horizontal lines extremely fast in WORD

Word-writing is a very familiar job for office administrative staff. However, not everyone knows how to quickly draw horizontal lines in a document.

Method 1: Create horizontal lines quickly using the Enter key

You can use the icons and then press Enter to create arbitrary horizontal lines in Word.

Horizontal lines in bold: press successive 3 underscores ___ then press the Enter key.

Double lines: you press 3 === in a row then press Enter to create a line.

Third line: you press consecutive 3 sharps ### then press the Enter key to quickly create the third line.

Dark square dots: you press 3 stars *** and press the Enter key.

Ziczac line : you press 3 consecutive marks ~~~ then press the Enter key to create the line.


Cách tạo dòng kẻ ngang trong Word

Đường kẻ ngang in đậm ___ -> Enter

Đường kẻ đôi === -> Enter

Đường kẻ ba ### -> Enter

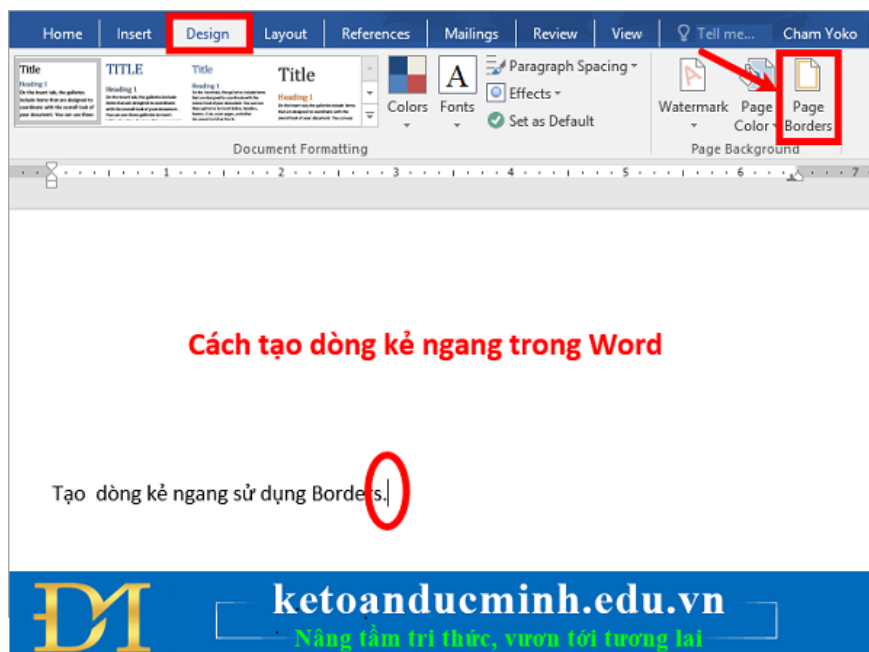
Đường kẻ dấu chấm vuông đậm *** -> Enter



Method 2: Create horizontal lines using the Border

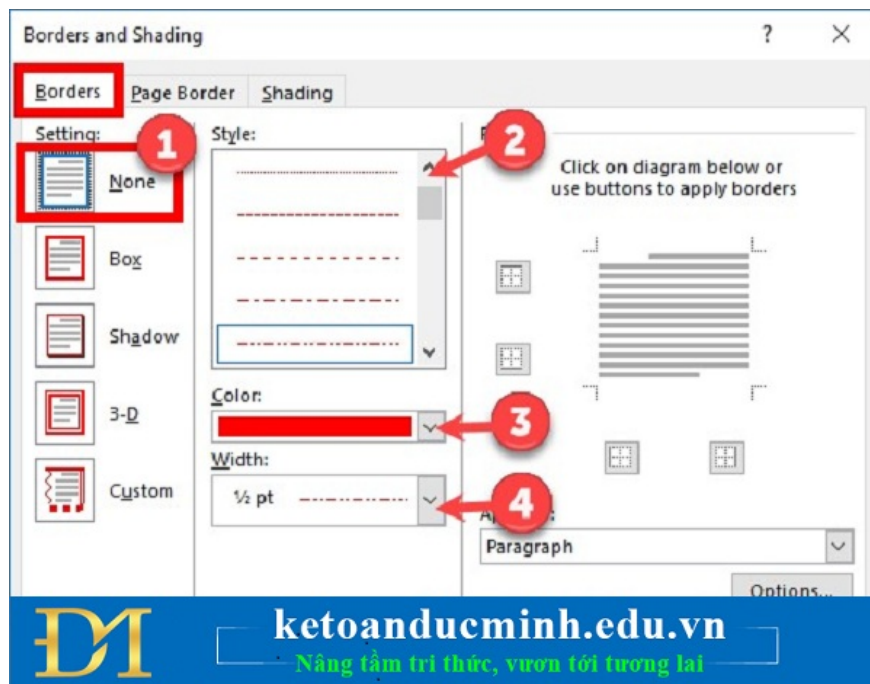
You can also use the Border Bottom of the Border feature to create more horizontal lines and more colors for horizontal lines as follows:

Step 1: Put the cursor on the line you want to create the horizontal line below. Next, select Design -> Page Borders tab.

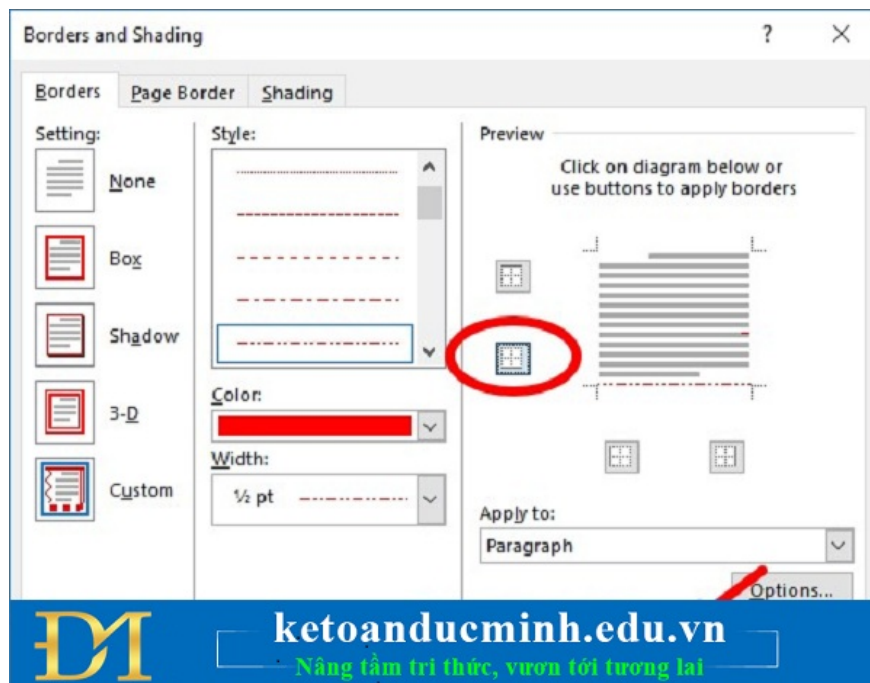


Step 2: Appears Borders and Shading, select the Borders tab, in the Settings section select None (1), next select the horizontal style in the Style (2) section, select the color in the Color (3) section, thickness of the horizontal line in the Width (4).

Select None, select the horizontal style in the Style section



Next, select the lower border icon (note that the lower border is selected in blue, while the upper border, the left border, the right border are not gray), After the settings are complete Click OK to create the horizontal line.



So you will create horizontal lines as you have set.

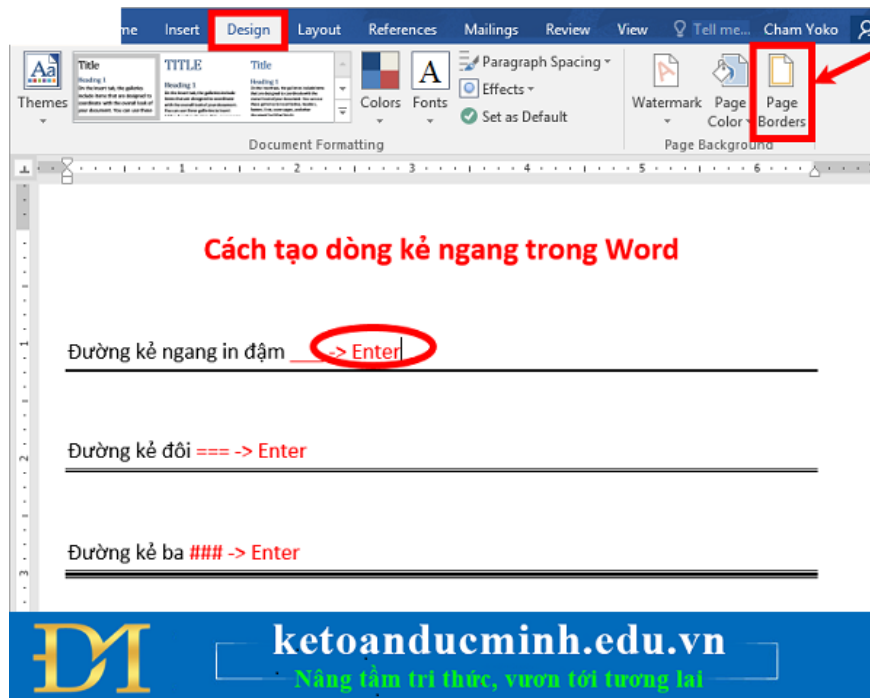
Create horizontal lines as set

Cách tạo dòng kẻ ngang trong Word

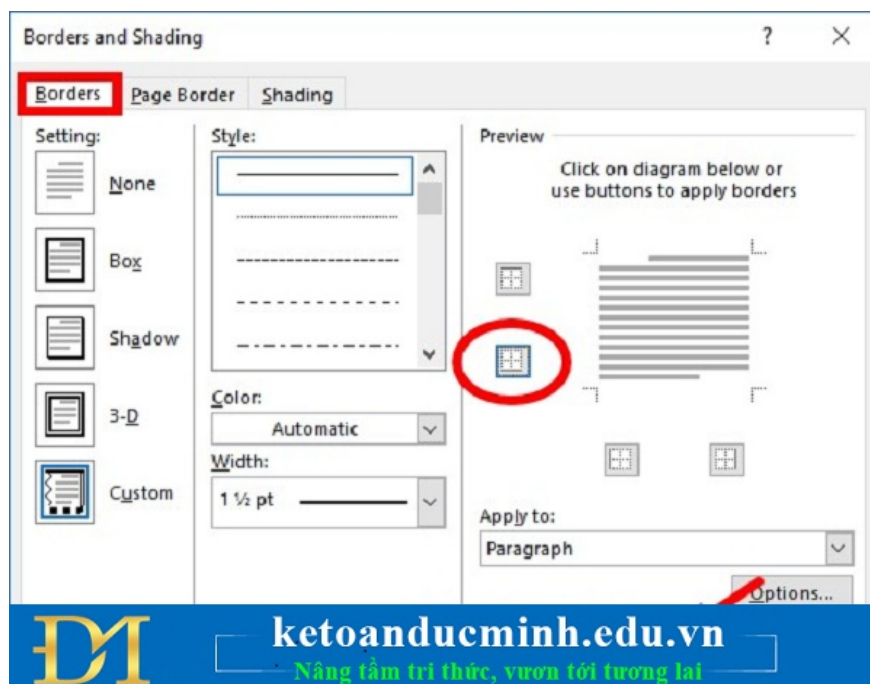
Tạo dòng kẻ ngang sử dụng Borders.



To delete the horizontal line created by ways 1 and 2, you place the cursor on the line containing the horizontal line and select Design -> Page Borders.



Borders and Shading appear, select the Borders tab and click the bottom border icon to deselect the bottom border and click OK.



Select the Borders tab and click the bottom border icon. Thus the horizontal line will be deleted.

Cách tạo dòng kẻ ngang trong Word

Đường kẻ ngang in đậm ___ -> Enter

Đường kẻ đôi === -> Enter

Đường kẻ ba ### -> Enter

Đường kẻ dấu chấm vuông đậm *** -> Enter

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Or you can select (black out) the end of the upper line and the oil position of the line below the horizontal line and press Delete to delete as shown below.

Cách tạo dòng kẻ ngang trong Word

Đường kẻ ngang in đậm ___ -> Enter

Đường kẻ đôi === -> Enter

Delete

Đường kẻ ba ### -> Enter

Đường kẻ dấu chấm vuông đậm *** -> Enter



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