

# 5 ways to underline in Word

There are many different ways to underline text in Word and many underlining styles, depending on the user's document design needs.

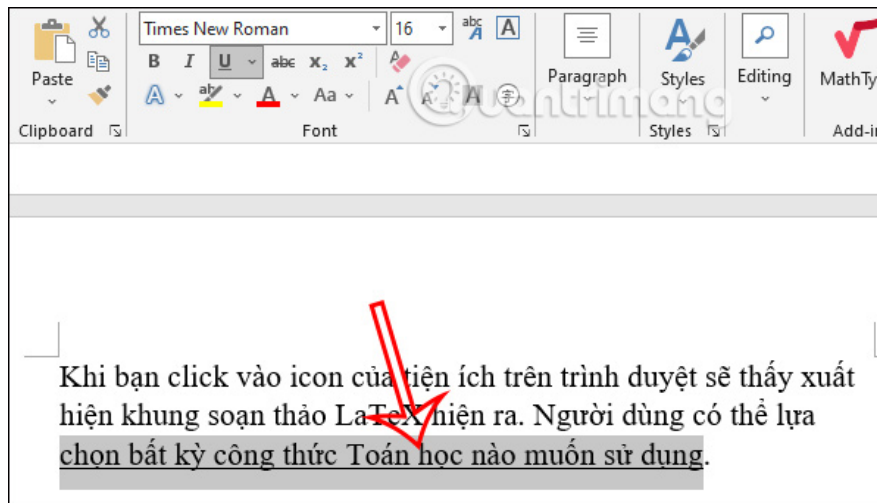
For example, you need to underline words with spaces, underline dashed letters in Word, etc. The article below will guide you on how to underline words in Word.

## 1. Underline in Word including spaces

Underlining words in Word with spaces means that the content you select, including spaces, will also be underlined consecutively without interruption.

It's very simple, we just need to **highlight the content that needs to be underlined**, then press the key combination **Ctrl + U on Windows or Control + U on Mac** to underline it.

This action is similar when you click on the underline icon in the Font section.

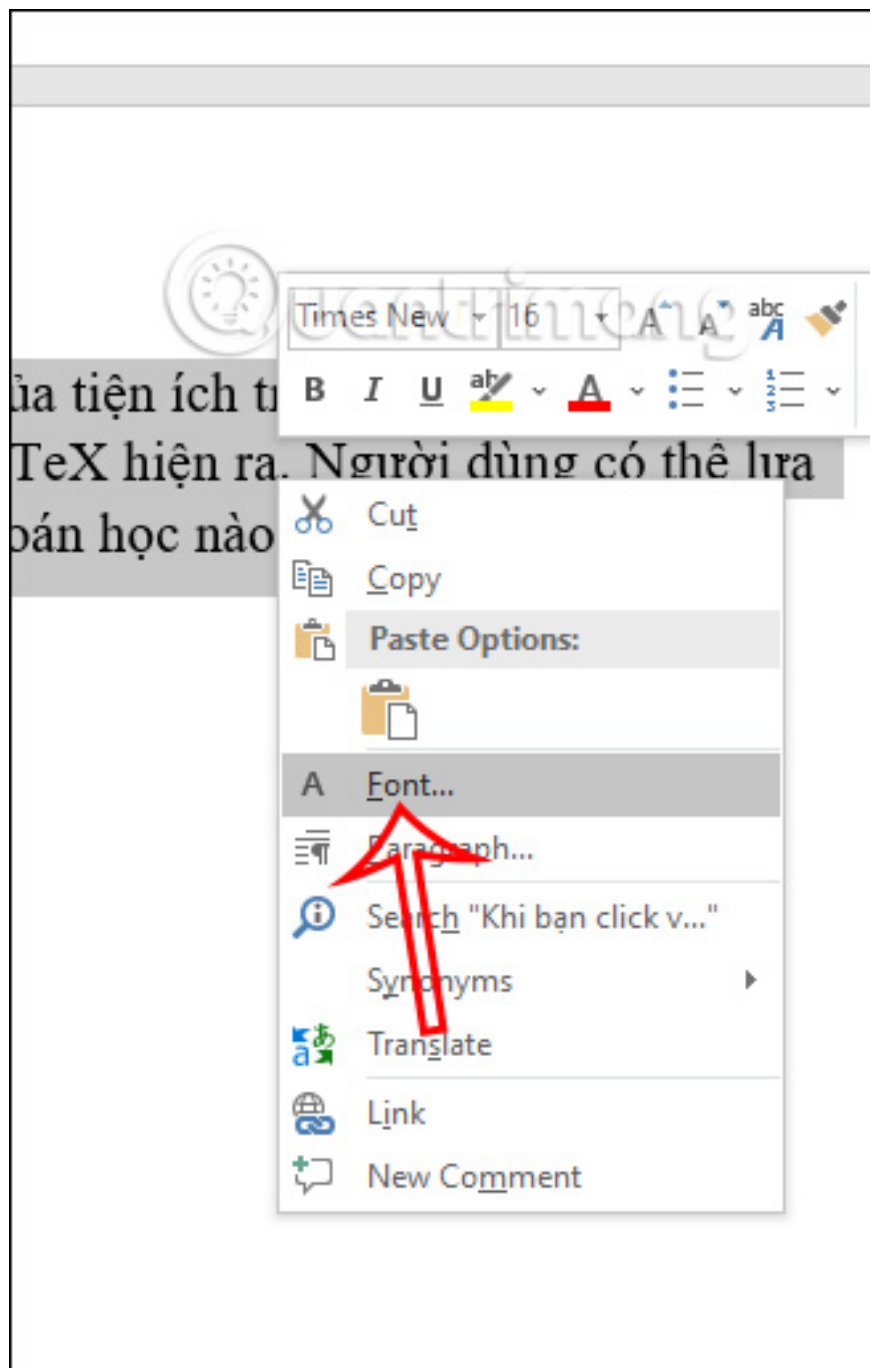


## 2. Underline each word in Word

Underlining words in Word word by word will ignore spaces in the content you need to underline, but will require more operations than regular underlining.

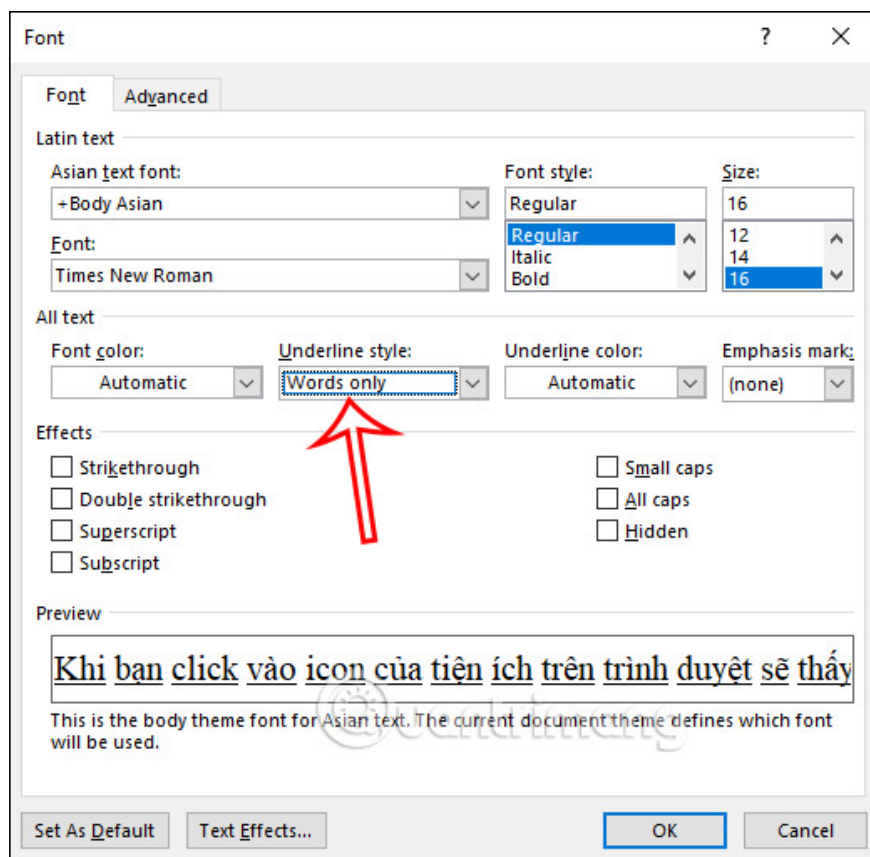
### Step 1:

Highlight the content that needs to be underlined and then right-click and select **Font**.

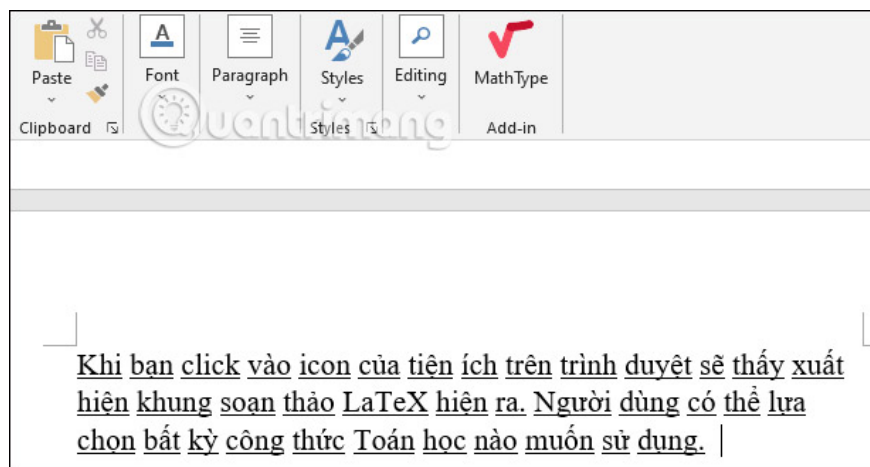


## Step 2:

Switching to the new interface, in **the Underline Style section** we will **select the Words only style** to choose how to underline only each word. Right below you will see a preview of the underlined content, click OK to apply.



The result of the underlined text without spaces is below.



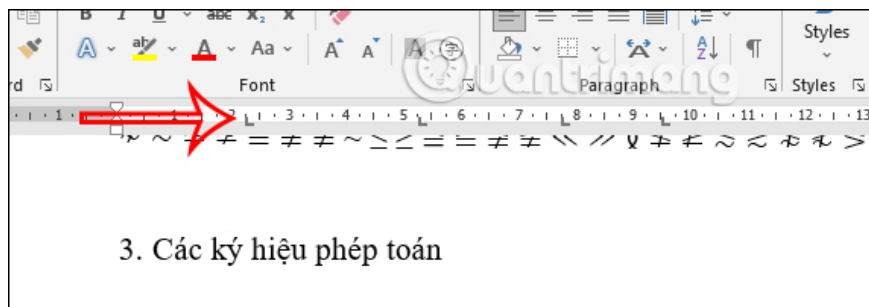
### 3. How to underline in Word under spaces

This is the type when you underline in Word, creating a space between the word and the underline.

#### Use Tab to draw an underline under the space

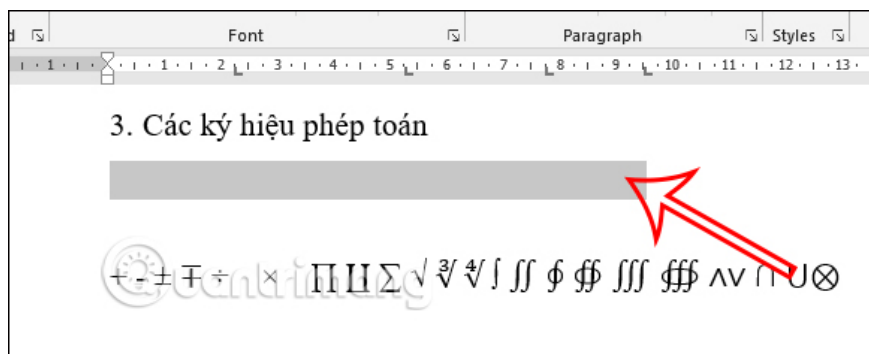
Step 1:

Very simple, first you look at the ruler bar, then **press the Tab key** and **click on the ruler** to create **Tab stops**, corresponding to the length of the underline needed.

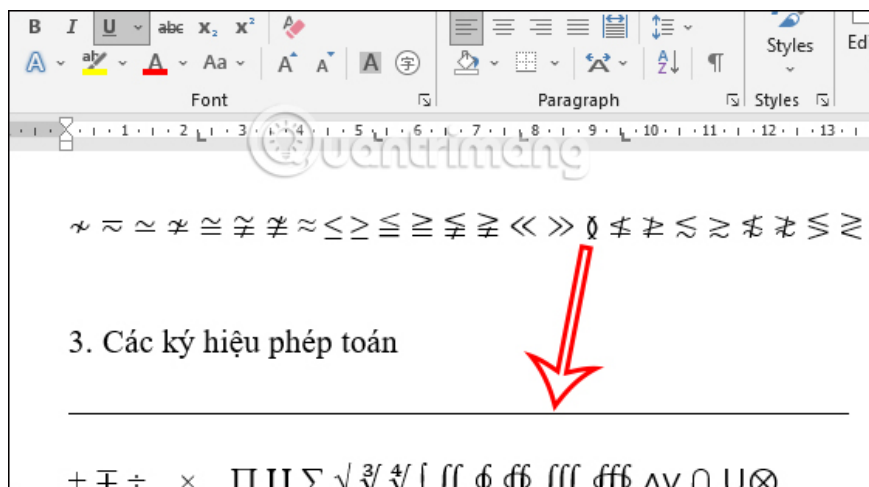


### Step 2:

Then, use the left mouse button and **drag a line through the tab stops** as shown below.



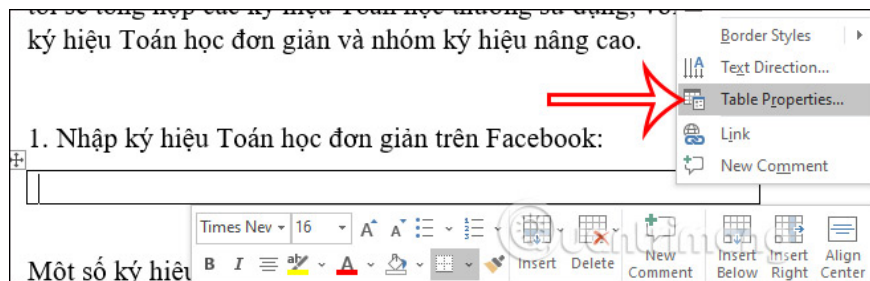
Finally click on **the underline icon** to create an underline under the space as shown below.



## Create underlines under blank spaces using Table

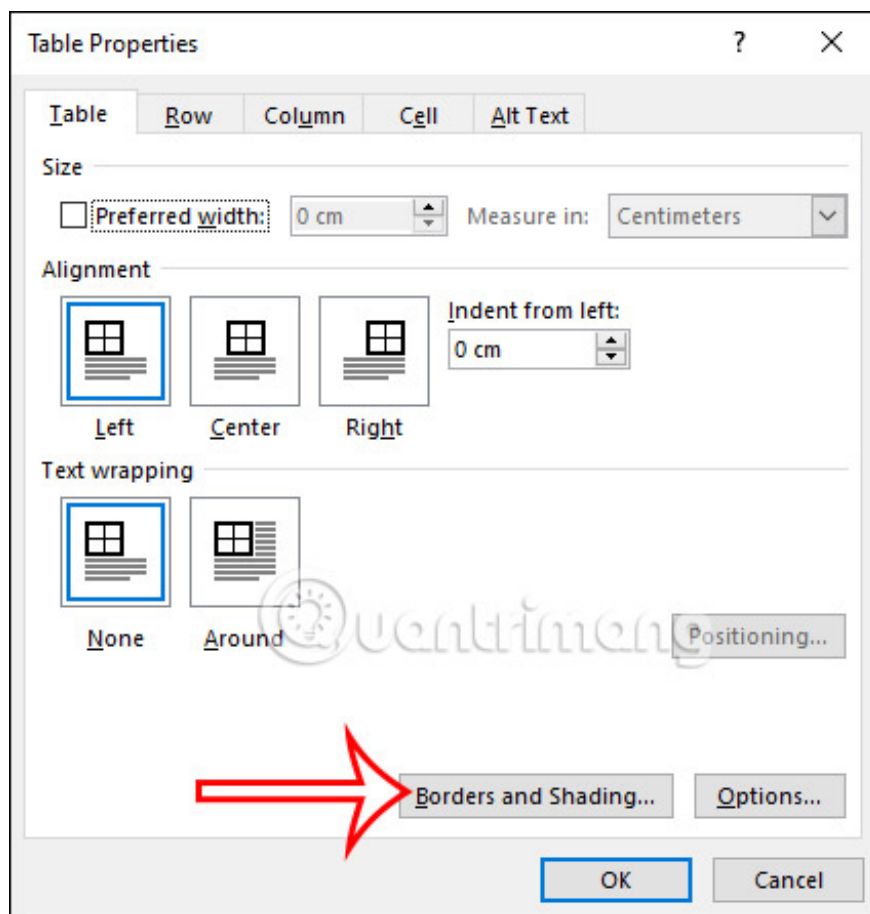
### Step 1:

First we will **draw a table with the size of 1 cell** . The table will then appear as below. We right-click on the table and select **Table Properties** .



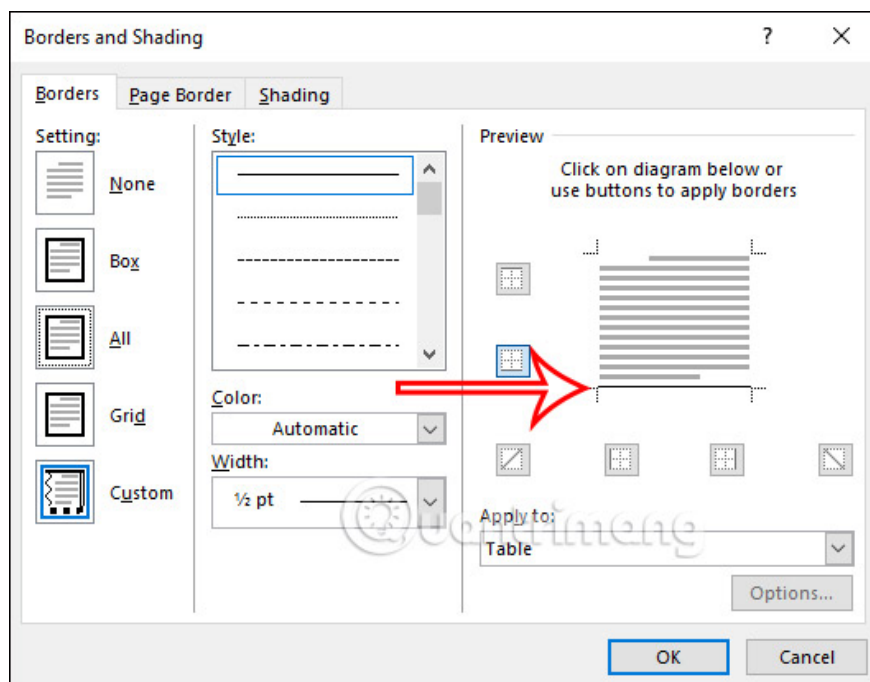
### Step 2:

In the custom interface, we click on **the Table tab** and then select **Borders and Shading** below.

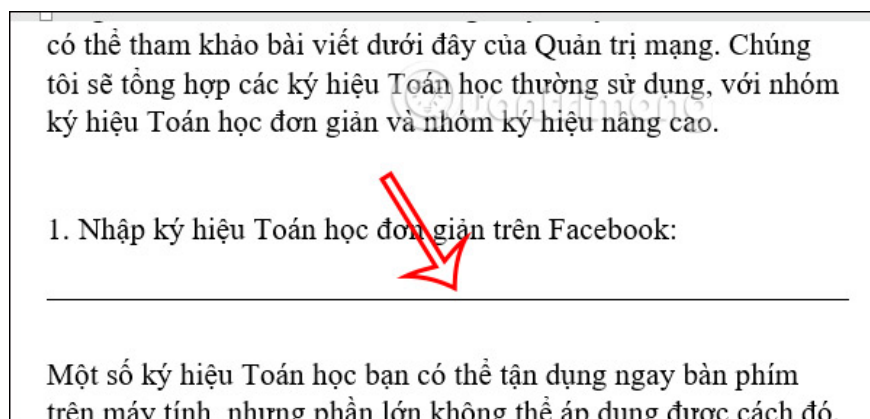


### Step 3:

Switching to the new interface, we will **remove the edge and top borders** , leaving only **the bottom border of the table** . Click OK to apply.

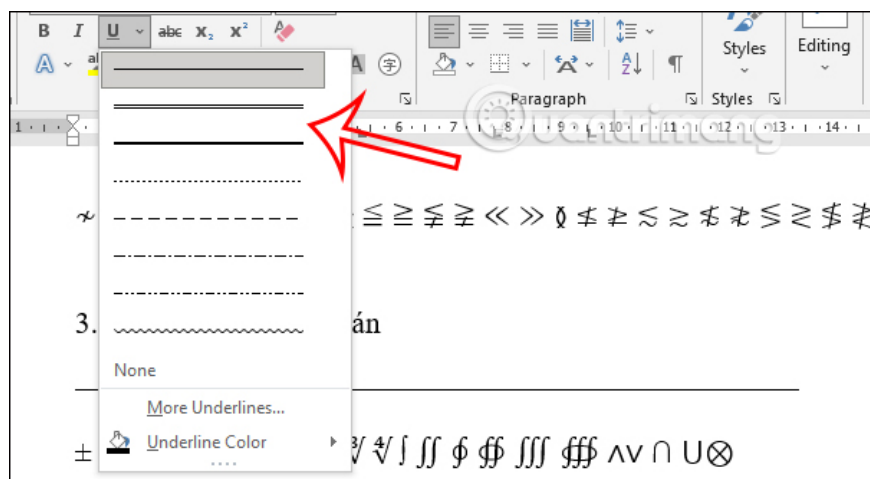


The result will display an underline under the space as shown below.

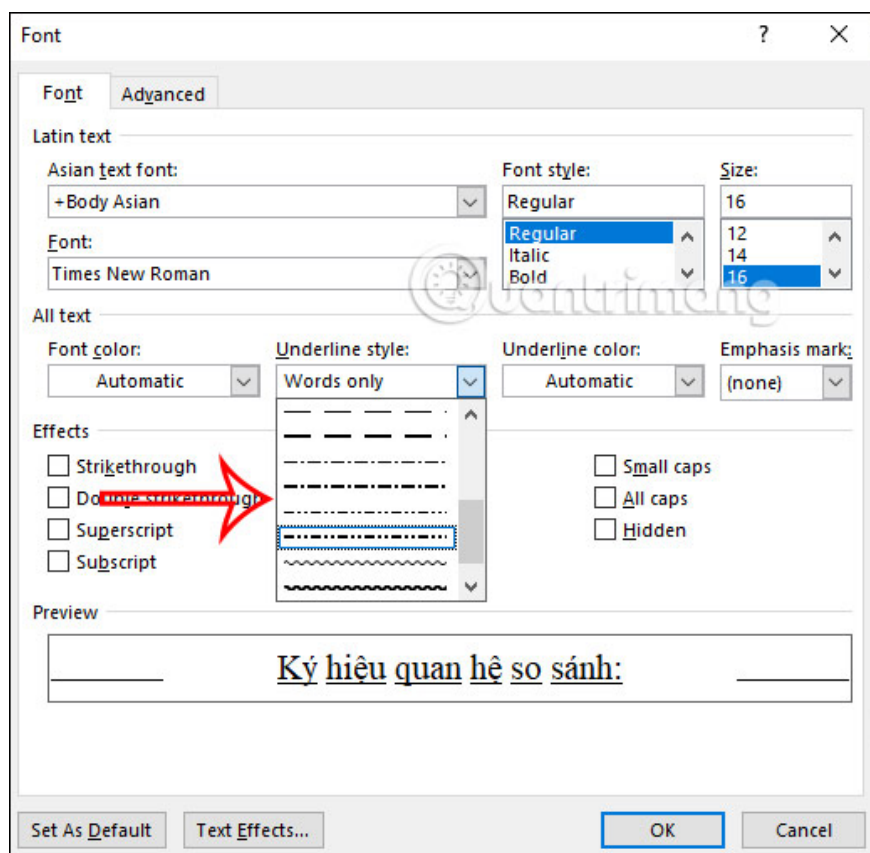


#### 4. Change the Word underline format: underline dashed lines, zigzags, etc.

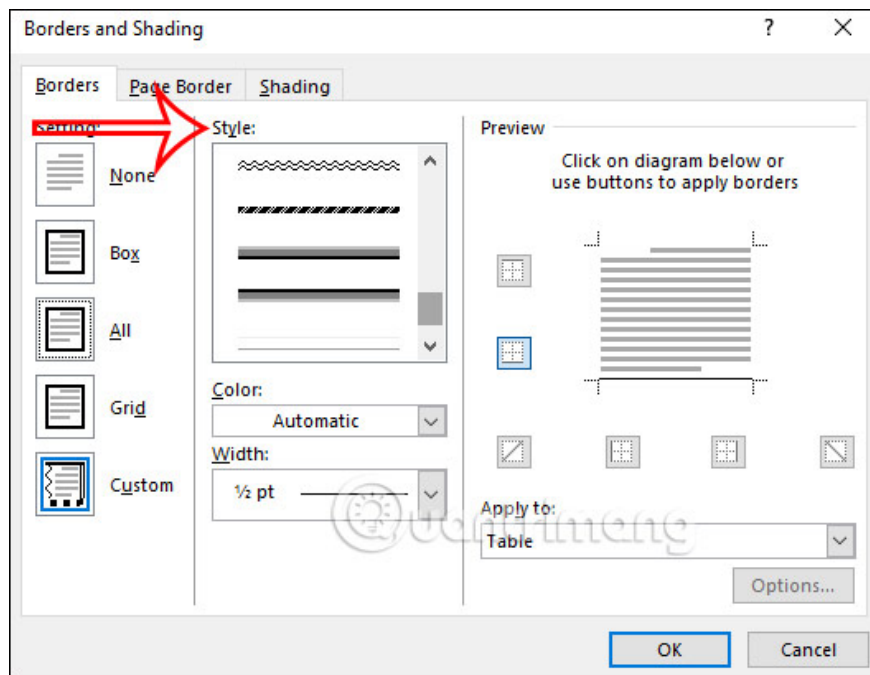
When you underline in Word with spacing, just **click the arrow icon next to the letter U** to change the dashed format.



Or you can also right-click on the Font to create an underline style for each letter, then change the underline style again in the Underline style section.



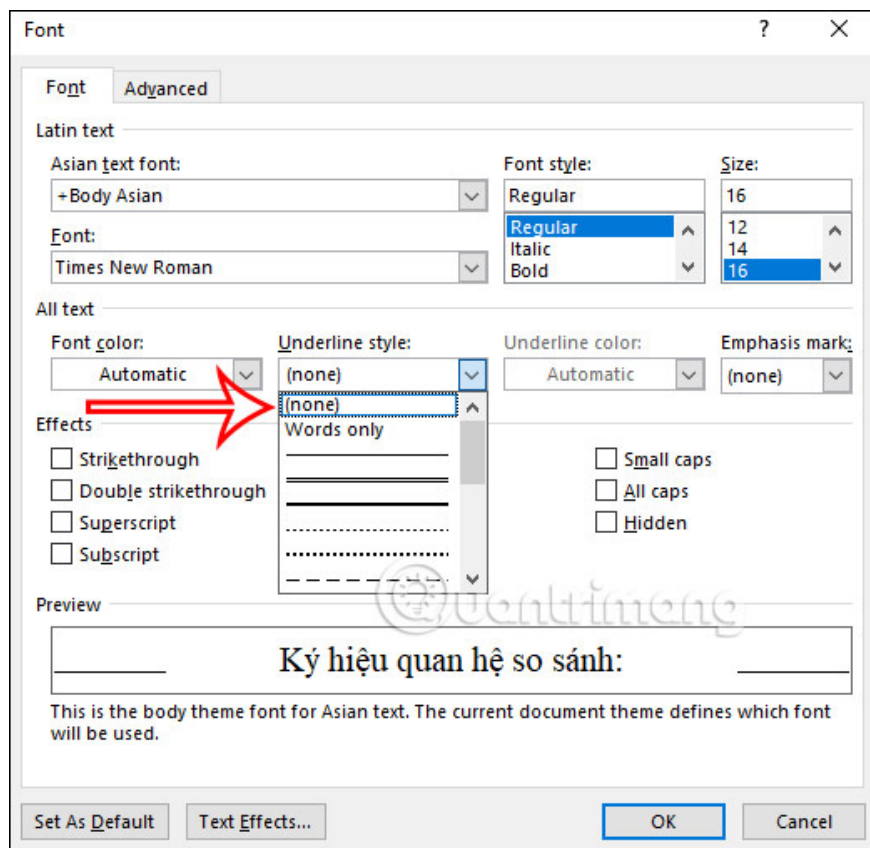
For table usage, you must access **Table Properties** again and select **Borders and Shading** to change.



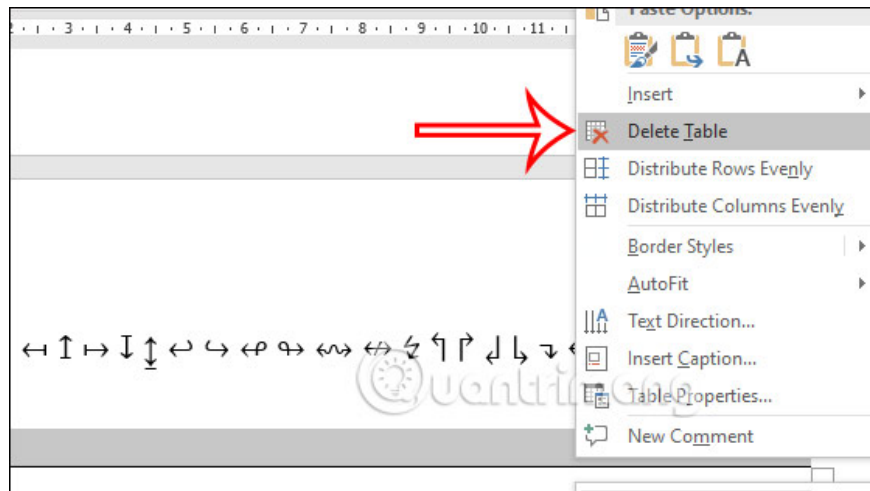
## 5. Instructions for deleting underlines in Word

To delete an underline in Word, click **the underlined U icon again to remove it** , or use the keyboard shortcut Ctrl + U on Windows or Control + U on Mac.

In **the Font interface** , we **click None** to remove the underline.



If you use the method of creating an underlined table in Word , highlight the horizontal area and then right-click and select **Delete Table** .



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