

# How to create dotted line in Excel

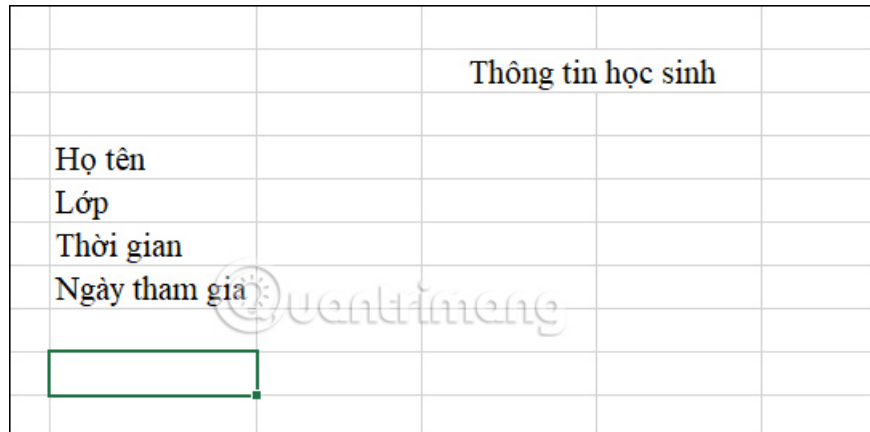
To create a dotted line in Excel is very simple, not as complicated as when you create a dotted line in Word. We can create a dotted line in Excel to fill in information, or you can also create a horizontal line in Excel.

To create a dotted line in Excel is very simple, not as complicated as when you create a dotted line in Word . We can create a dotted line in Excel to fill in information, or you can also create a horizontal line in Excel, depending on your needs and the purpose of creating data. The following article will guide you to create a dotted line in Excel, with all versions of Excel.

## Instructions for creating dotted lines in Excel

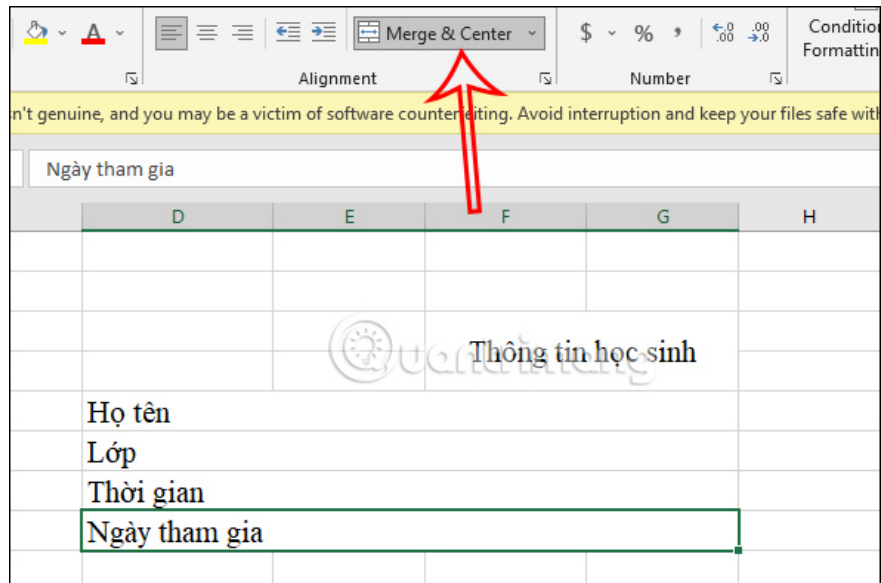
### Step 1:

First you also create content in Excel as usual.



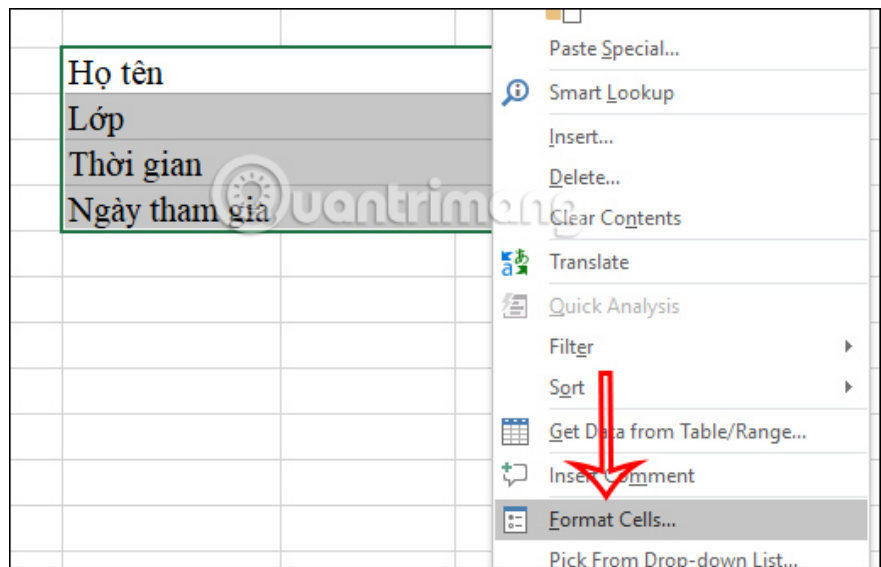
Thông tin học sinh			
Họ tên			
Lớp			
Thời gian			
Ngày tham gia			

Next, we need to merge multiple cells into one in Excel by clicking on the Merge & Center feature. Note, you want to create a dotted line, then merge the line to that point.



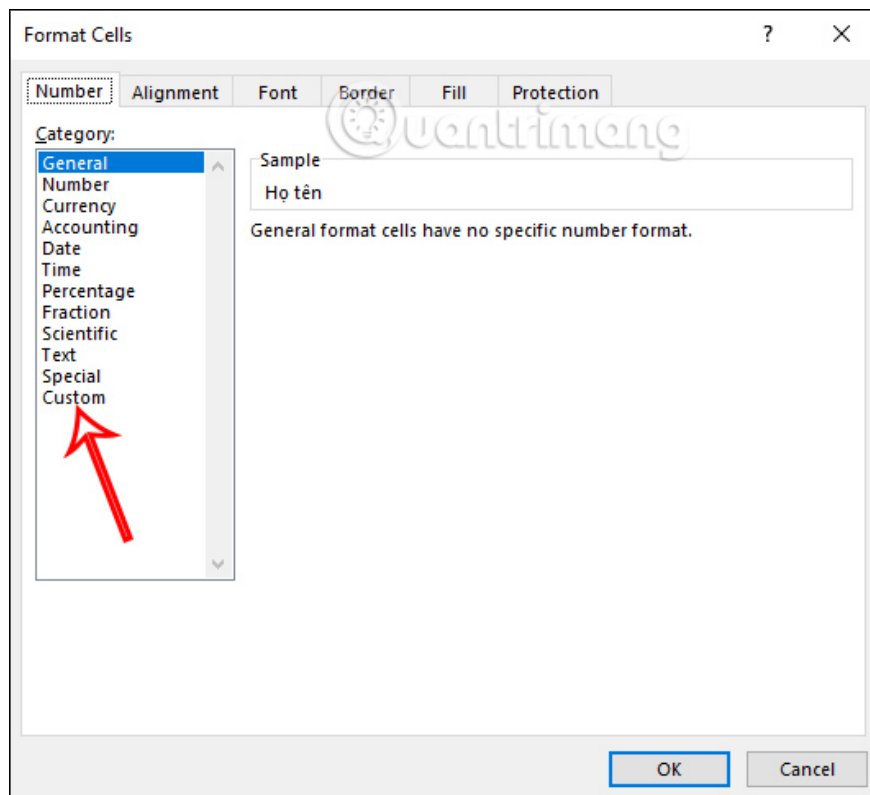
### Step 2:

Next, we **highlight the entire data area to the position where you want to create a dotted line** in Excel. Then right-click and select **Format Cells...** in the displayed list.

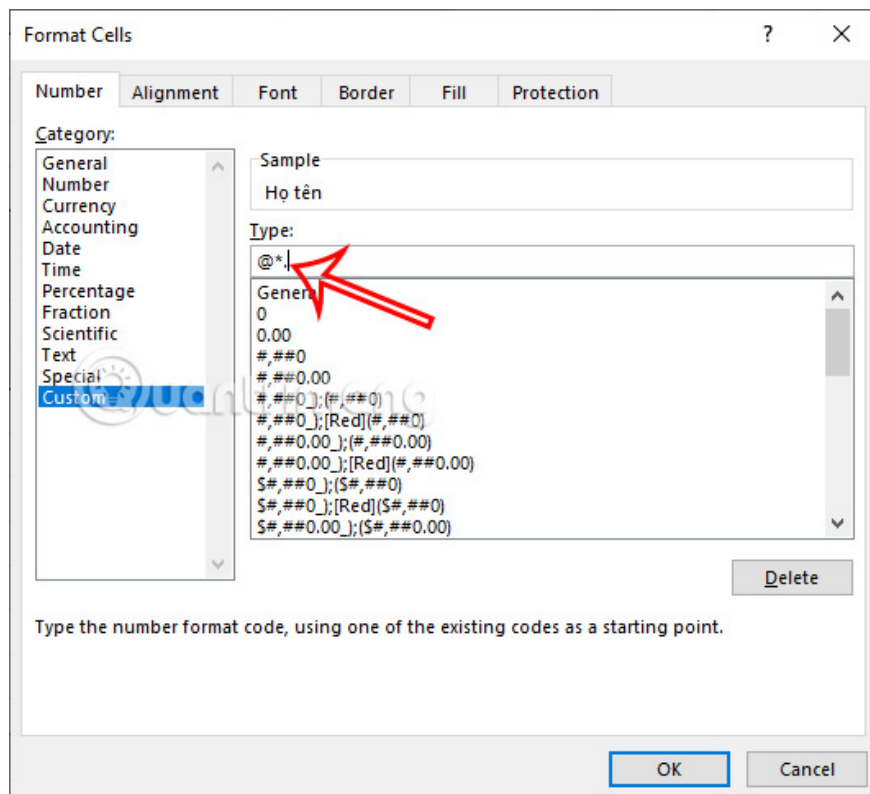


### Step 3:

To display the new interface, **click on the Number tab**, then look down and click on **the Custom category**.

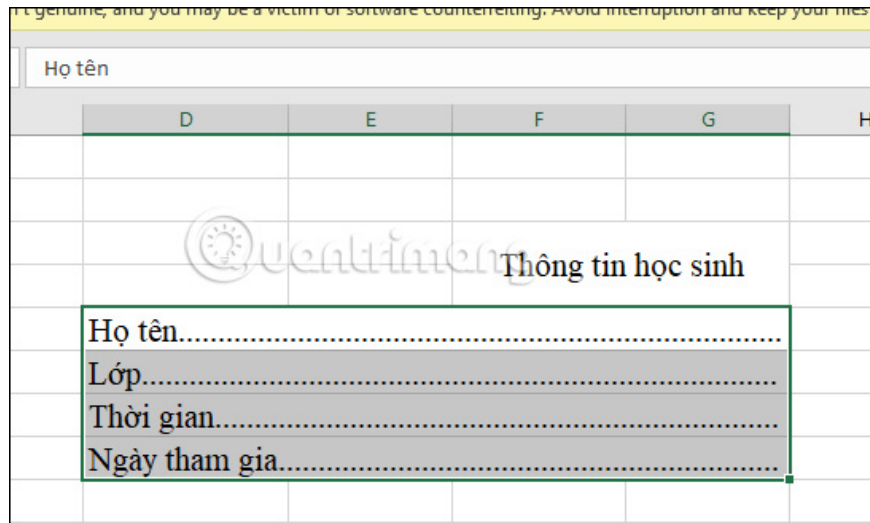


Now look to the side **in the Type box**, we will **enter the character @\***. then **click OK** below to save.

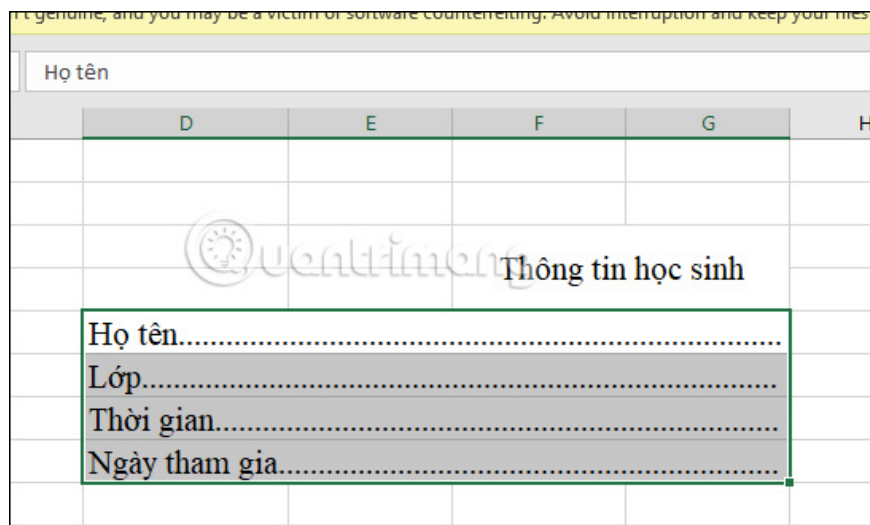


**Step 4:**

As a result you will see the dotted line below, with the length we have chosen.



Now we just need to **fill in the content in the dotted line** as usual.

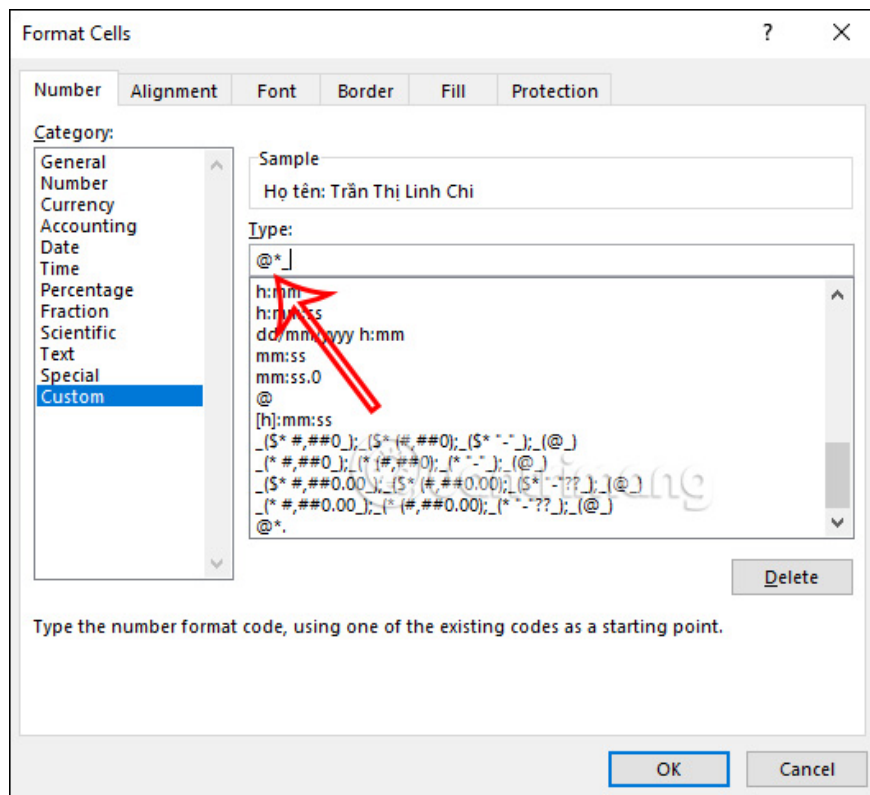


## How to create horizontal lines in Excel

To create horizontal lines in Excel is as simple as creating dotted lines in Excel.

### Step 1:

We also select the data area where we want to create horizontal lines and then select Format Cells... Next, in the new interface, you will **enter the character @\*\_** in the **Type box** and press OK.



## Step 2:

The result will show horizontal lines instead of dots in the data area as shown below. Finally, you can write content as usual.

	D	E	F	G	H
			Thông tin học sinh		
	Họ tên: Trần Thị Linh Chi				
	Lớp: _____				
	Thời gian _____				
	Ngày tham gia _____				

With the operation of creating horizontal lines in Excel or dotted lines, our information survey table or information table will be much more professional.

## Video tutorial on creating dotted lines in Excel

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