

How to type a dot in Word extremely quickly

Microsoft Word has an amazing tool that allows you to type periods much faster by simply pressing the Tab key, without having to manually type each period.

In document drafting, especially when creating contracts, forms, or official letters, inserting a long, evenly spaced line of dots is a frequent occurrence, but typing it manually is time-consuming and unprofessional.

Microsoft Word has an extremely useful tool for this: the Tab feature, which allows you to type lines of periods much faster by simply pressing the Tab key, without having to manually type each period. With this tool, you simply set up the line of periods, then you can create a long line of periods or write text between the periods, depending on the requirements of your document.

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