

Instructions for drawing straight lines in Word

Shapes are diagram creation tools in Word, Excel or PowerPoint. And we can draw lines with Shapes on Word.

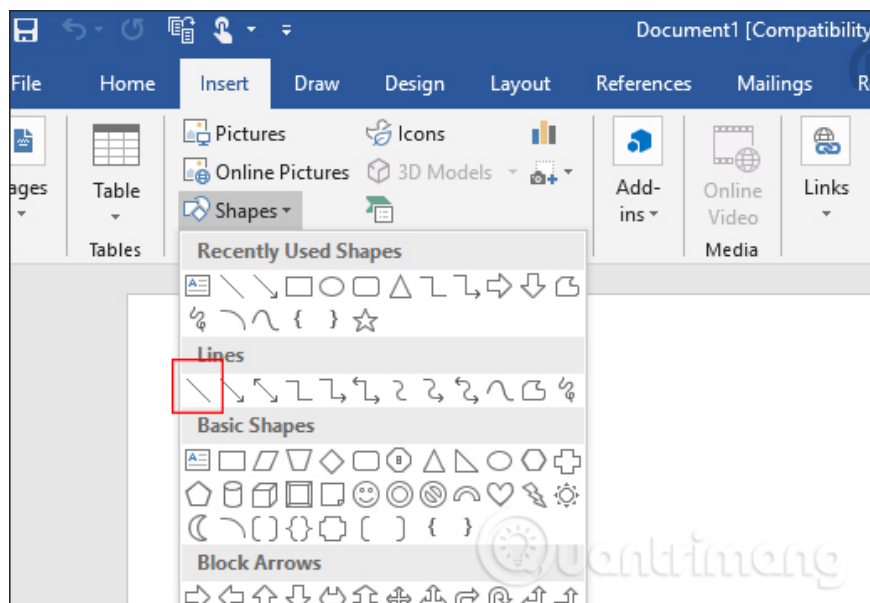
To draw diagrams in Word or draw arrows and lines on Excel, the Shapes tool is very important. Shapes possess a list of shapes and drawings for us to use, especially when you present content related to diagrams and shapes in teaching work. And if you want to draw lines and draw lines on Word, you also need to use this Shapes tool. The following article will guide you how to draw straight lines on Word 2019, with another Word version we do the same.

1. How to group shapes in Word
2. Full Word tutorial 2016 (Part 26): Create SmartArt graphics
3. 10 best free diagramming tools for Windows
4. How to create SmartArt graphics in Excel

Instructions to draw straight lines on Word

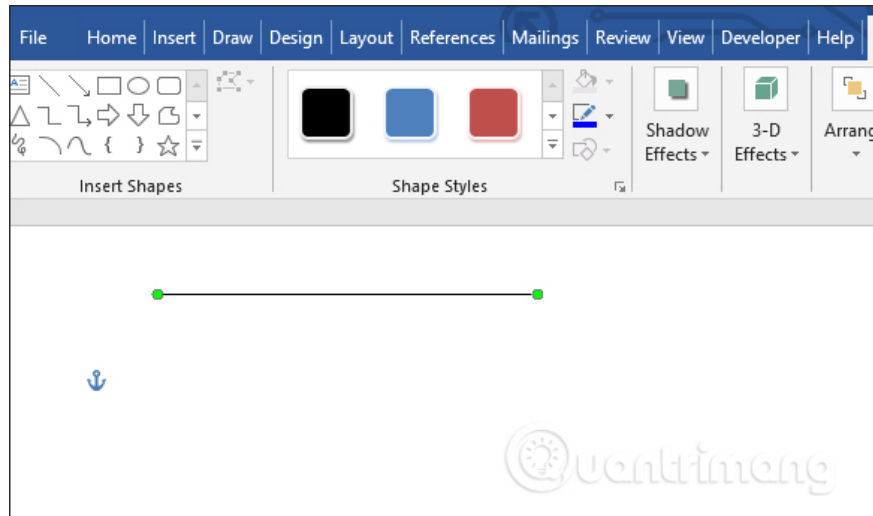
Step 1:

At the interface on Word, users click on **the Insert item** and then select the next **Shapes tool** . In the list below you click on Line line icon.



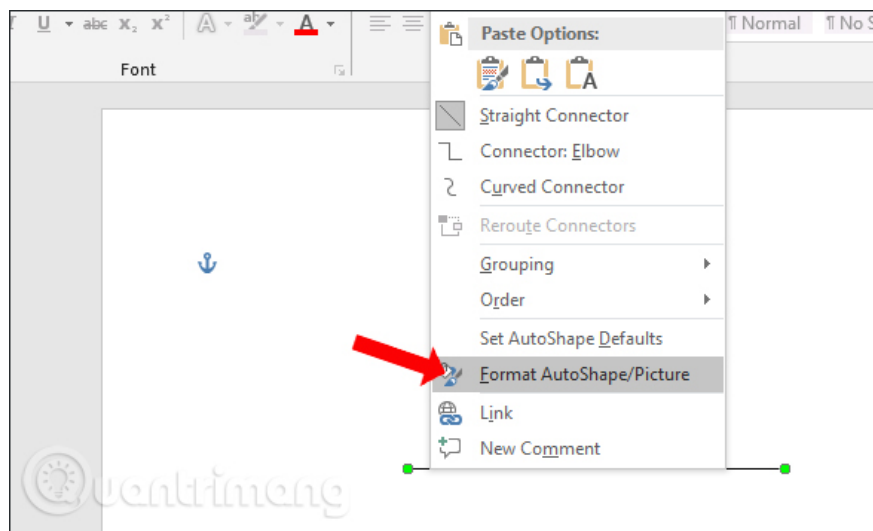
Step 2:

Click at the location where we want to draw a line and drag and drop the mouse to draw as you like. **Note that** if drawing a horizontal line, the user needs to press the Shift key to limit the line drawing. If you draw a diagonal line, you do not need to do this.



Step 3:

After you've drawn a line you need a color format, a thickness, a border type for a straight line, right-click on the line you just drew and select **Format AutoShape / Picture** .



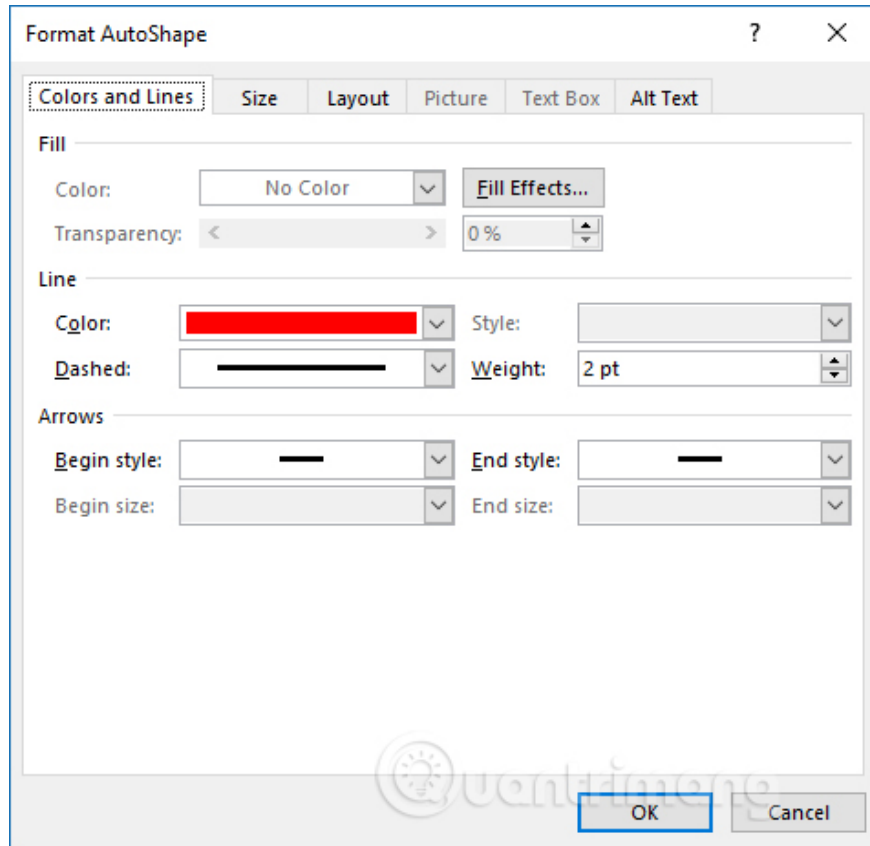
Step 4:

Display the interface to correct the line. Here **the Line item** we can select the color for the line in the Color section.

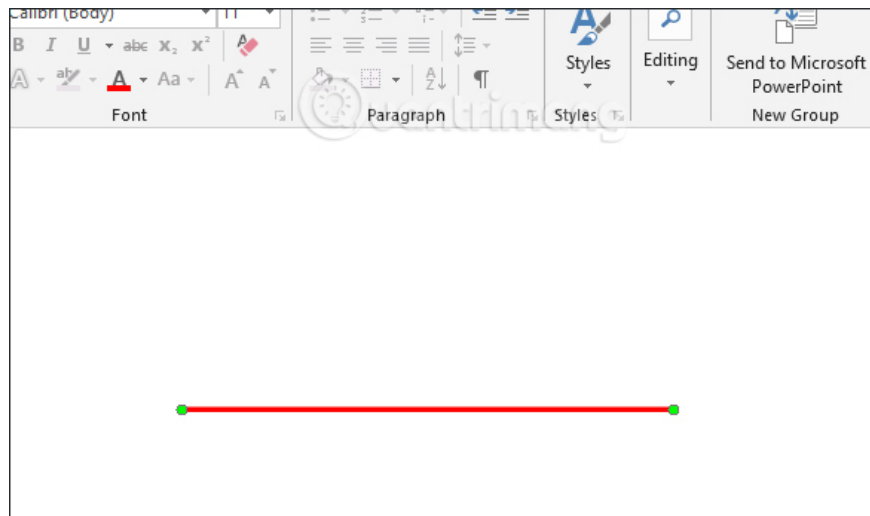
Dash section is used to select the style for the line, you can choose the break, round dot, big break, . depending on the presentation needs of the user.

Part Weight to select the thickness of the line. **The Arrows section** of the user can choose to add the start and end styles for the straight line, such as 2 round points for the line segment.

Finally **click OK** to create a new line.

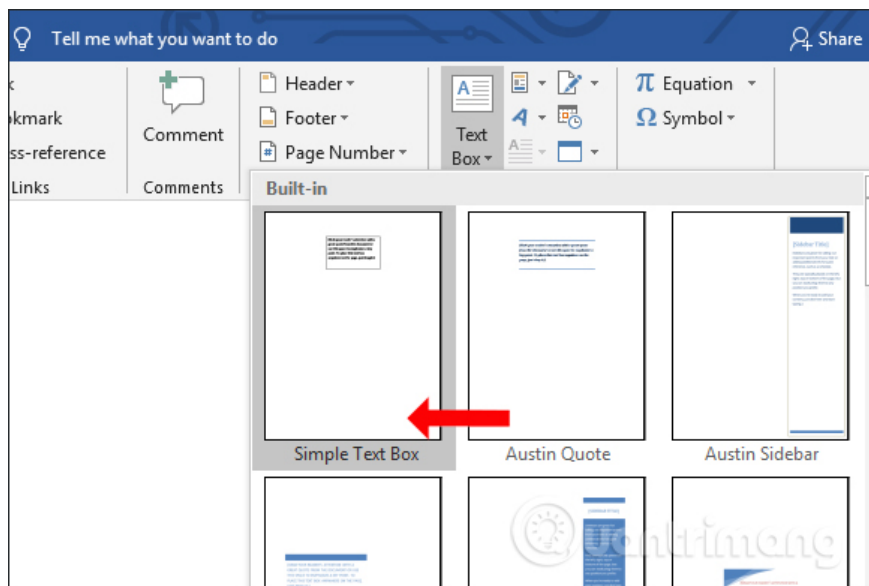


The new straight line after being reset will look like the following.

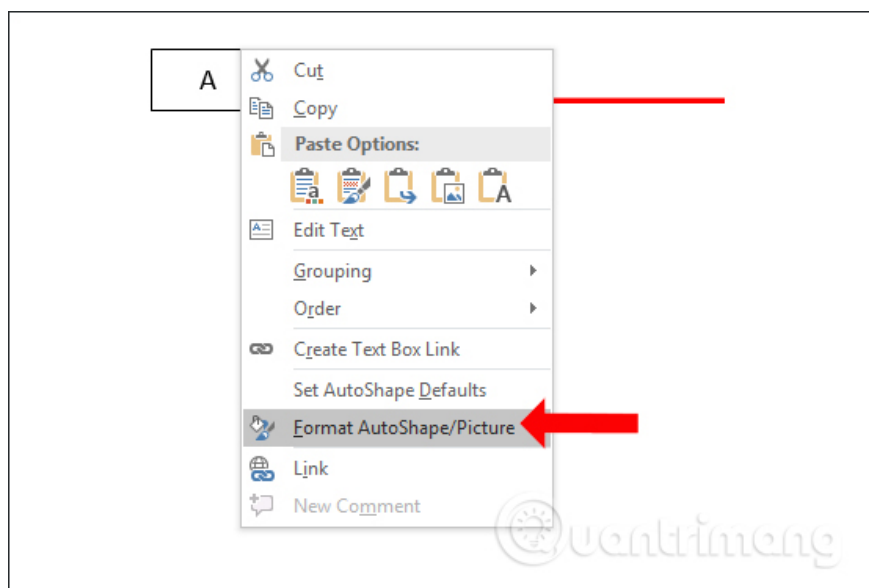


Step 5:

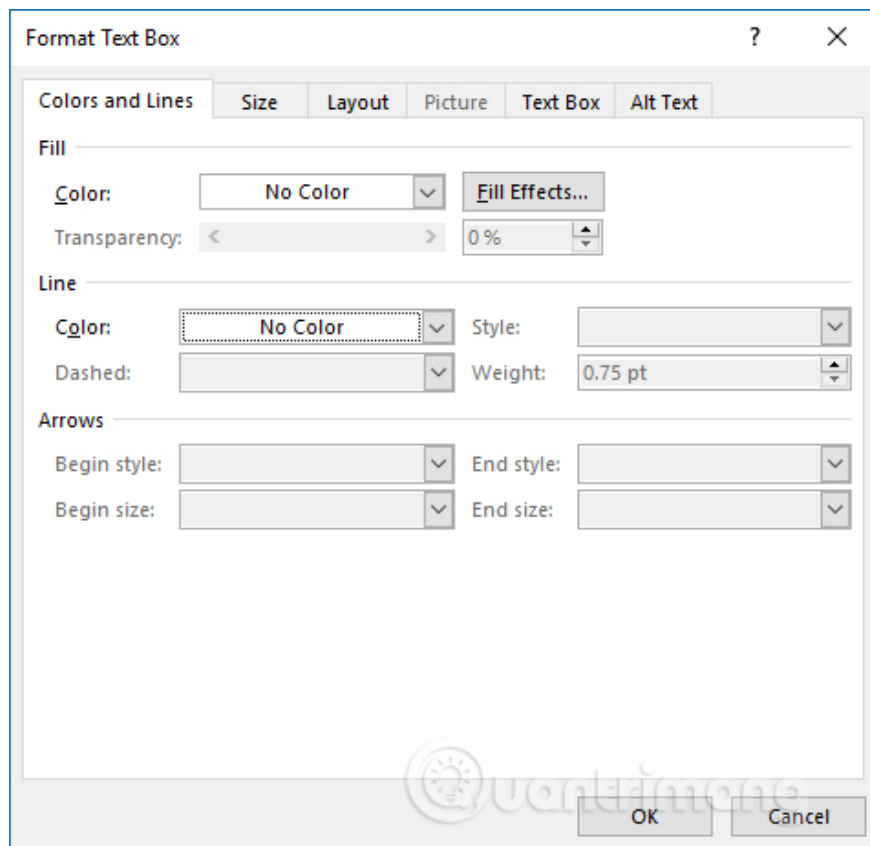
To write a line for a straight line, or create the first two points to create a line, click on **the Text Box tool** and then select **the Simple Text Box font** .



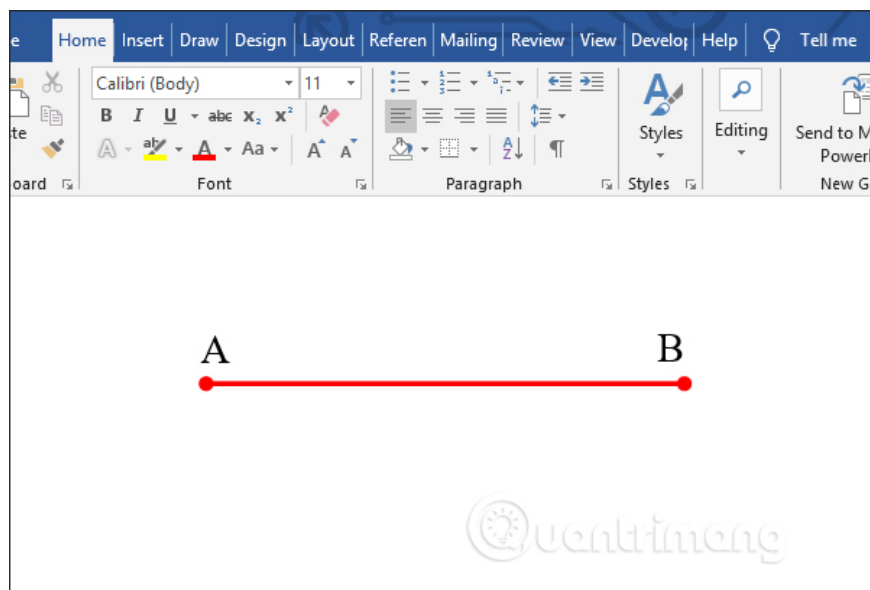
Enter text in the box and then right-click and choose **Format AutoShape / Picture** .



Switch to the new interface and click **Colors and Lines** . Under **Fill**, choose No Color, **the Line part** also selects No Color as shown. Click OK to save.



The result is a straight line like the image below. Users can still edit, change the format, move the Text Box to match the position of inserting content on the line or straight line.



Creating straight lines or any shapes on Word or other office tools is very simple, through the Shapes tool. You just need to select the image and draw on the content, then add text or edit the drawing if you want.

I wish you all success!

You finished reading the article "**Instructions for drawing straight lines in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar

articles on tips and guides. Thank you for reading and for following us regularly.
