

Using lines is an easy way to separate sections in a document or to accentuate section headings. Try these shortcuts to create a line across the page of a Word 2007 document:

- Type three consecutive hyphens (---) and press Enter for a normal line
- Type three underscores (___) and press Enter for a bold line
- Type three equal signs (===) and press Enter for a double line
- Type three pound symbols (###) and press Enter for a triple line
- Type three tildes (~~~) and press Enter for a wavy line
- Type three asterisks (***) and press Enter for a dotted line

These lines extend from the left margin to the right margin and the width of these lines will change if you change the margins of your document or if you change the orientation from portrait to landscape.