

The Computer Tip Of The Day
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Microsoft Word

**TO CREATE A
LINE LIKE THIS -**

**TYPE THIS AND
PRESS ENTER**

--- (Three HYPHENS)

___ (Three UNDERSCORES)

=====

=== (Three EQUAL SIGNS)

=====

(Three POUND SIGNS)

.....

*** (Three ASTERISKS)

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~~~ (Three TILDES)

Note: If you're having trouble making this tip work, try this:

1. Select **AutoCorrect** from the **Tools** menu.
2. Click the **AutoFormat As You Type** tab.
3. Then select the **Borders** check box under the **Apply as you type** heading.