

# Microsoft Word - Underline



To enhance the text as underline

1. Select the text
2. Click on underline button in the Font group on the home ribbon or by using the Mini Toolbar.

To remove underline – do exactly the same

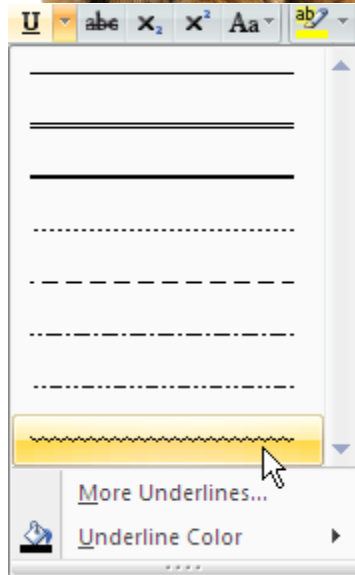
Underline type	Shortcut key
Single underline	Ctrl-U
Word underline	Ctrl-Shift-W
Double underline	Ctrl-Shift-D

There are many types of underline now and the button puts on a single underline as standard. Other underline types can be chosen from by clicking on the drop down arrow.

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If the drop down does not give you the format of the underline required, then the dialog box can be opened by selecting More Underlines.

