# Insert Document Elements from the Keyboard

Word offers lots of mouse-friendly ribbon commands, but knowing keyboard shortcuts is useful because it means you can often keep your hands on the keyboard when you’re entering text. Here I present two examples of doing things the keyboard way: inserting horizontal lines and inserting tables.

## Insert Horizontal Lines from the Keyboard

You can quickly insert a horizontal line across your document page using a keyboard shortcut in Word. For example, you can insert a horizontal line between two sections to act as a divider.

Ordinarily, you must go through the Borders and Shading dialog box to get to the Horizontal Line dialog box, and then specify a line type to apply. However, for a simple line, you can use a keyboard shortcut by typing three special characters. If you enter three special characters but do not want to create a line, simply activate the Undo command.

Here are the steps to follow:

1. Click in the document where you want to insert a line.
2. Type three dashes (-). You can also insert other types of lines by typing three asterisks (\*), underscores (\_), equal signs (=), pound signs (#), or tildes (~).
3. Press Enter. Word converts the three characters into a horizontal line that runs across the page.

## Insert a Table from the Keyboard

Perhaps the most common method for creating a table in Word is to click Insert and then Table to display the Insert Table grid, and then drag the mouse over the number of columns and rows you want to insert. However, you can also use the keyboard to type out a table. This technique is useful if you are a fast typist and do not want to use the mouse to create a table. By typing out a string of plus and minus signs, you can start a table on any line in your document. If your table requires more rows, you can add them as you enter table cell data.

Here are the steps to follow:

1. Click where you want to insert a table.
2. Type a plus sign (+).
3. Type a minus sign (-) for each character space you want to have in the first column. For example, the create a column with a width of ten characters, type ten minus signs.
4. Type a plus sign to start the next column.
5. Repeat Steps 3 and 4 for each column you want to add.
6. Press Enter after typing the final plus sign to end the last column. Word creates the table.
7. To add more rows to the table, press the Tab key after entering cell data in the last table cell.