

Line Spacing in Word 2007 or 2010

Sometimes you want your text to have more white space between lines of text within a paragraph.

This paragraph has single line spacing.

Mix and Match - Choosing Your Wine

Ignore all the rules - they were made to be broken. After all, it's your palette and you can decide whatever combination of flavours to inflict on it, so mix and match as much as you like! (And if that means Champagne with every meal, then so be it)

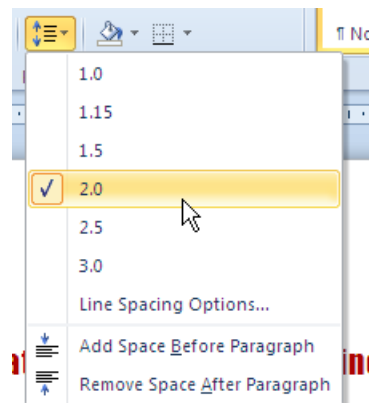
This paragraph has double line spacing.

Mix and Match - Choosing Your Wine

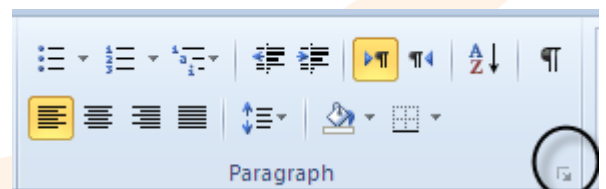
Ignore all the rules - they were made to be broken. After all, it's your palette and you can decide whatever combination of flavours to inflict on it, so mix and match as much as you like! (And if that means Champagne with every meal, then so be it)

To change Line Spacing

1. Click in the paragraph to change
2. Click the drop down arrow next to the line spacing icon
3. Select your preferred option



To Add space before or after a paragraph click the option on the drop down and see what happens. If you want to control how much space is added before or after a paragraph, click the dialogue box launcher in the bottom right hand corner:



call us now on

020 8203 1774

or email us at

enquiries@theittrainingsurgery.com

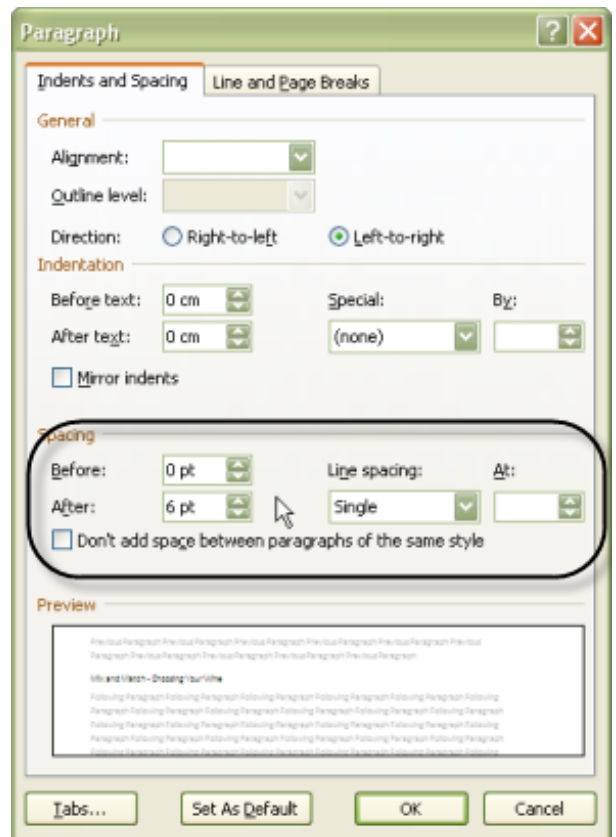
Line Spacing in Word 2007 or 2010

Hints and Tips

This will launch the Paragraph Formatting Dialogue box

Make the changes you require
Click OK

Watch your paragraphs line up exactly how you want them to!



call us now on
020 8203 1774
or email us at
enquiries@thetrainingsurgery.com

 Learning &
Performance Institute

**theIT
training
surgery**
learn only what you need
when you need IT