

Line spacing

Microsoft Word 2007

Line spacing determines the amount of space between each line in a document.

Note: You can set line spacing before you start to write. If you have already written some text, you need to highlight the area where you wish to format line spacing.

1. Home > Paragraph

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- 2. Click on the drop box under the **Spacing** section and choose line spacing > Click **OK**.

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Tip: Shortcut for line spacing

There is the line spacing icon on the Home tab.

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