

Line spacing

Microsoft Word 2007

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

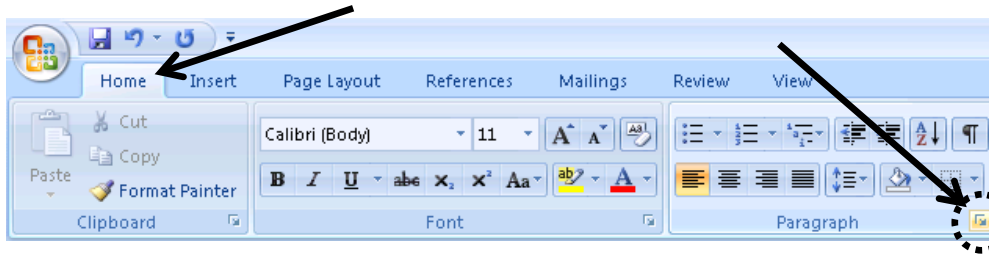
Note: You can set line spacing before you start to write. If you have already written some text, you need to highlight the area where you wish to format line spacing.

→ This is **single** line spacing.
 This is **single** line spacing.
 This is **single** line spacing.

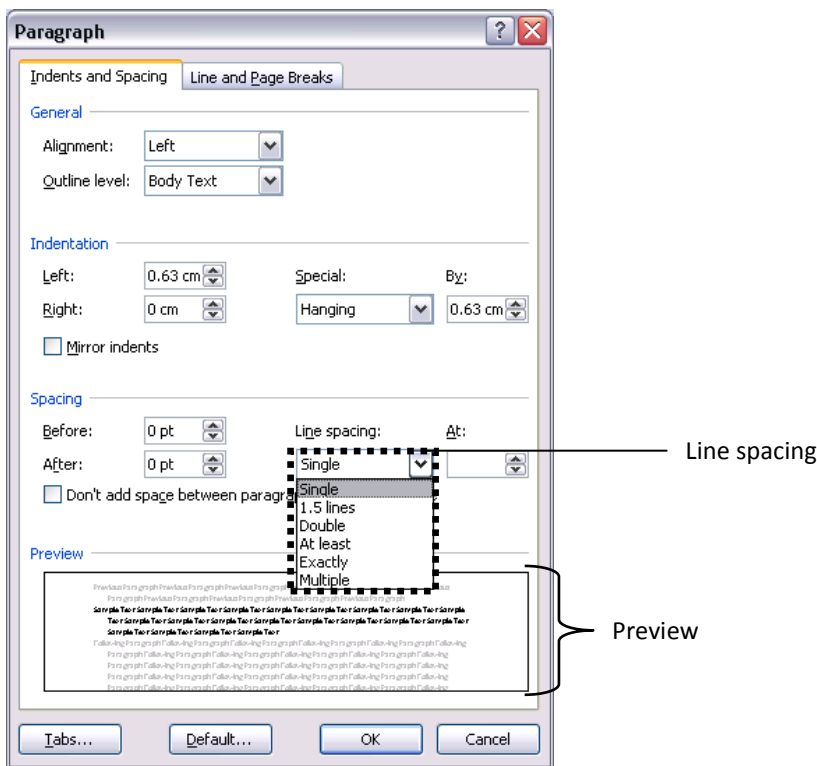
This is **1.5** line spacing.
 This is **1.5** line spacing.
 This is **1.5** line spacing.

This is **double** line spacing.
 This is **double** line spacing.
 This is **double** line spacing.
 This is **double** line spacing.

1. Home > Paragraph



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



Tip: Shortcut for line spacing
 There is the line spacing icon on the Home tab.