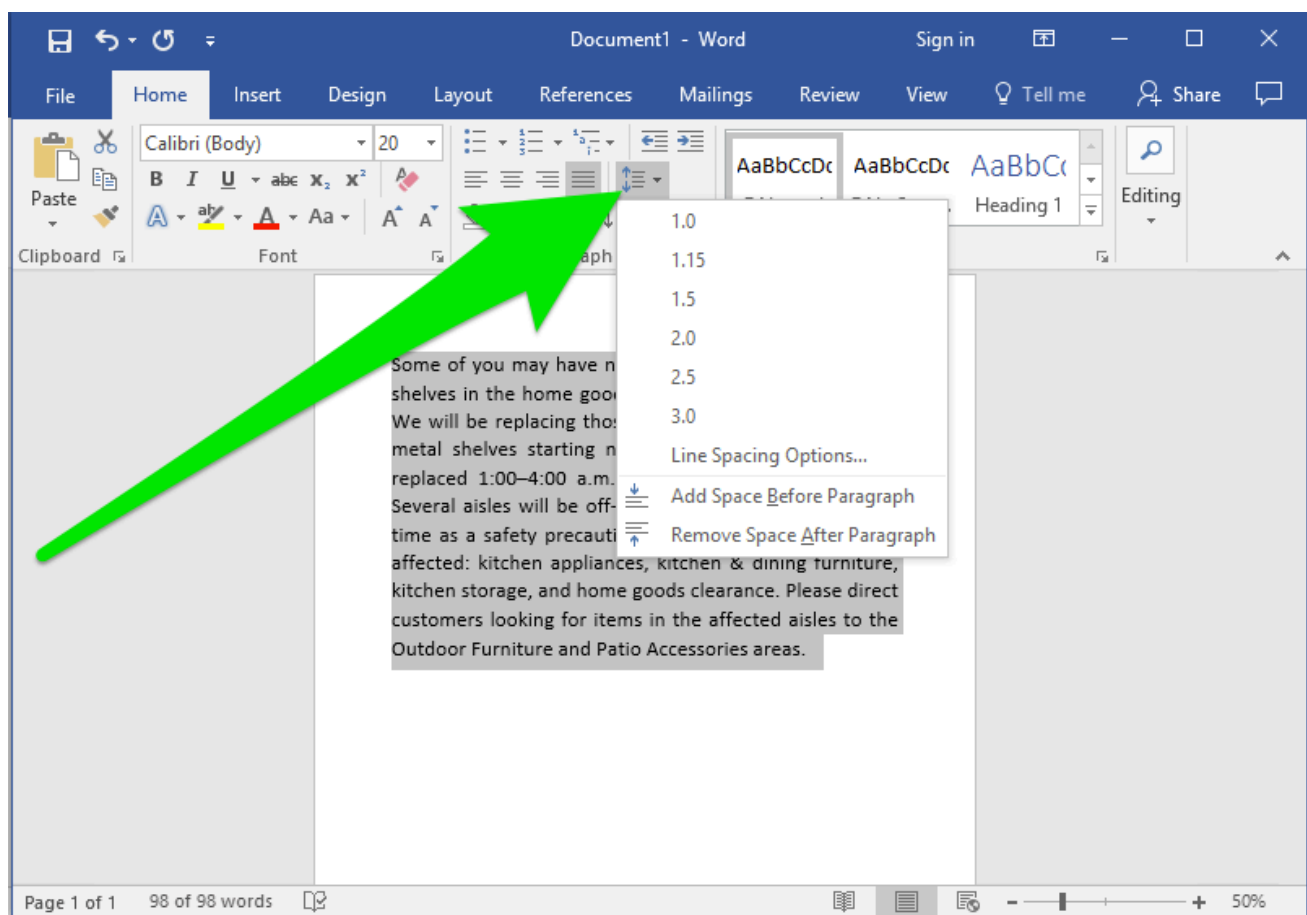Learning Outcomes

- Change line spacing of text.

Line Spacing

Line spacing is the distance between lines of text. Loose line spacing can make text much more readable, while tight line spacing can fit more text in a space.

To change the line spacing, select the lines you want to change. Then go to the Home tab and find the line spacing button in the Paragraph section. The line spacing button triggers a dropdown menu from which you can select a line spacing.

The numbers in the line spacing dropdown menu reflect how much the line spacing will increase

relative to the size of the line. For example, a line spacing of 1 means the line spacing will be as large as one line, a line spacing of 2 means the line spacing will be the size of two lines, and so on.

Some of you may have noticed in recent week shelves in the home goods section are beginni We will be replacing those shelves with new, metal shelves starting next week. The shelve replaced 1:00–4:00 a.m., during our least bu Several aisles will be off-limits to customers d time as a safety precaution. The following aisl affected: kitchen appliances, kitchen & dining kitchen storage, and home goods clearance. Ple customers looking for items in the affected ais Outdoor Furniture and Patio Accessories areas.	Some of you may have noticed in recent week shelves in the home goods section are beginni We will be replacing those shelves with new, r metal shelves starting next week. The shelve replaced 1:00–4:00 a.m., during our least bu Several aisles will be off-limits to customers d time as a safety precaution. The following aisl	Some of you may have noticed in recent week shelves in the home goods section are beginni We will be replacing those shelves with new, r metal shelves starting next week. The shelve replaced 1:00–4:00 a.m., during our least bu
1.0 spacing	2.0 line spacing	3.0 line spacing

Practice Question

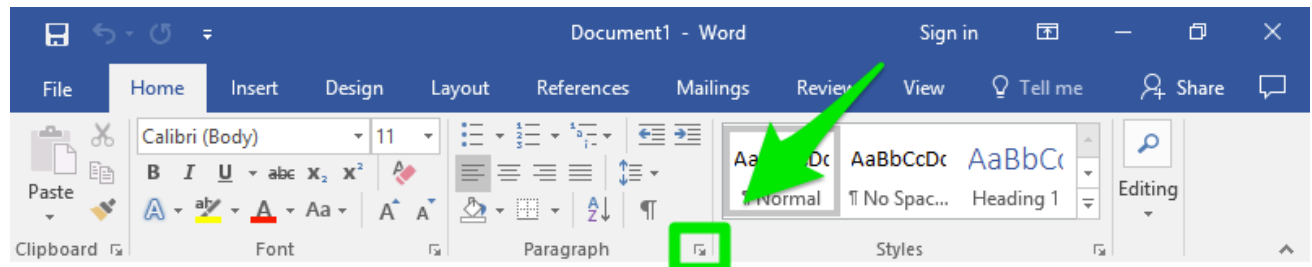What is the line spacing number for double-spaced text?

○ 0.2

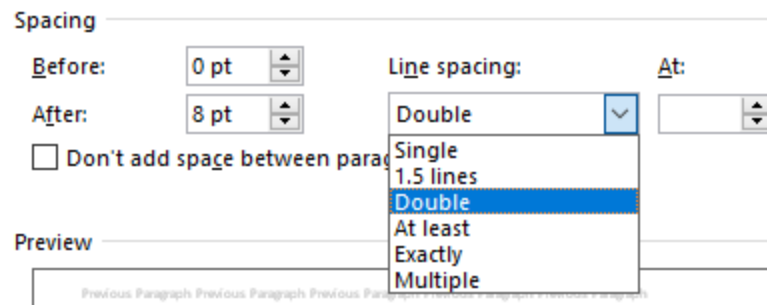[See this interactive in the course material.](#)

Paragraph Dialog Box: Line Spacing

Open the paragraph dialog box by clicking the small arrow icon in the bottom-right corner of the
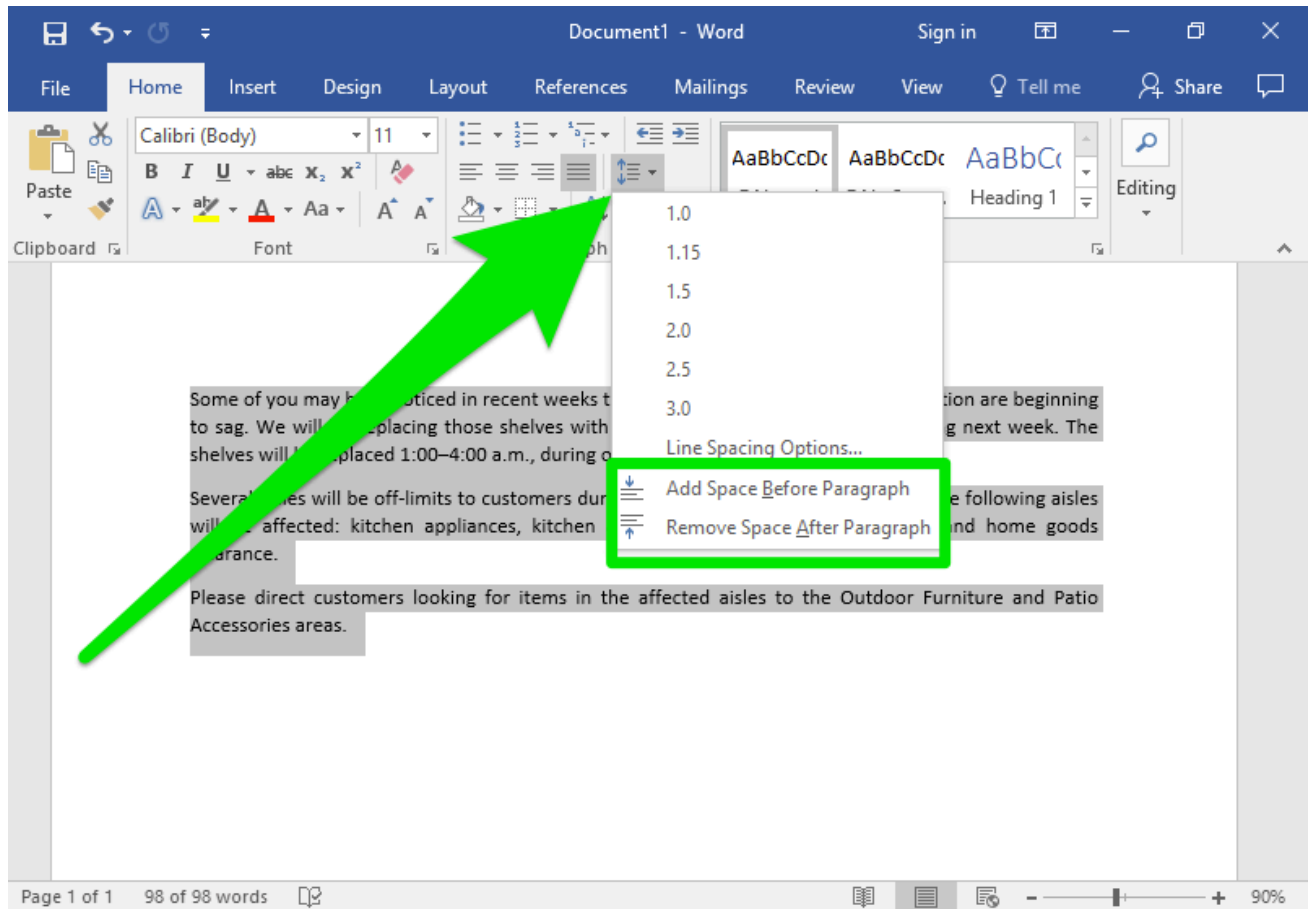
Paragraph group.

You can use the Line spacing dropdown menu to choose Single, 1.5, or Double line spacing. The At least option lets you set a minimum point value for the spacing, and Exactly lets you set an exact point value. Finally, the Multiple option lets you set a line spacing greater than Double (for example, 3 for triple spacing).
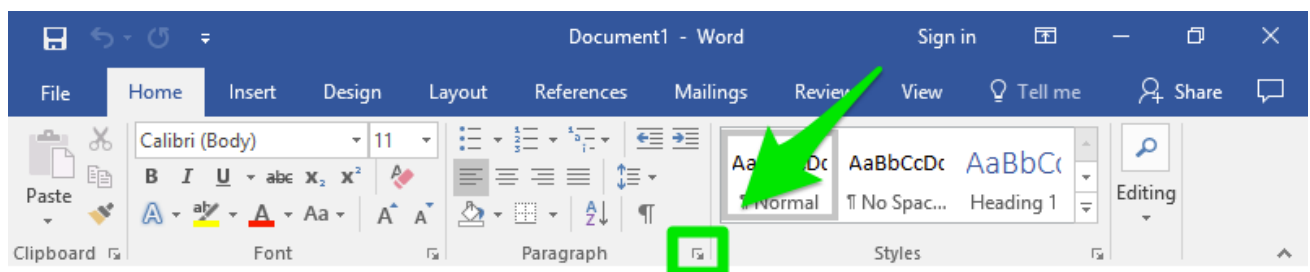

Paragraph Spacing

You may have noticed that by default, Word adds a space between each paragraph. You can change the size of that space or eliminate it completely by changing the paragraph spacing. There is an option to Add Space Before Paragraph or Remove Space After Paragraph in the line spacing menu.

For more control over the paragraph spacing, go to the paragraph dialog box.

Paragraph Dialog Box: Paragraph Spacing

Open the paragraph dialog box by clicking the small arrow icon in the bottom-right corner of the Paragraph group.

The Spacing section controls how much space comes before and after a paragraph. Here, you can increase or decrease the amount of points that come before and after the paragraph you have selected.

Practice Question

Which of the following is the button you would click to change the line spacing?

○ [icon: numbered list 1 2 3]

[See this interactive in the course material.](#)

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