Line Spacing Options

- In this tutorial, you will learn how to change the spacing between lines of text within your Microsoft Word 2010 document.
- The **LINE AND PARAGRAPH SPACING** button may be used to increase or decrease the spacing between lines of text.

Example of bulleted text with line spacing changes:

List with decreased line spacing:
- The bullets and numbering buttons can add a list format to words in your document.
- The bullets and numbering buttons can make your text appear more organized.

List without decreased line spacing:
- The bullets and numbering buttons can add a list format to words in your document.
- The bullets and numbering buttons can make your text appear more organized.

**Step 1:** Open your Microsoft Word document and locate the **LINE AND PARAGRAPH SPACING** button.

**Locating the LINE AND PARAGRAPH SPACING Button**

To locate the **LINE AND PARAGRAPH SPACING** button click on the **HOME** tab of the ribbon. The **LINE AND PARAGRAPH SPACING** button is found on the **PARAGRAPH** group.

**Step 2:** Highlight the text you would like to apply the line spacing options to. In this example, we will assume you would like to decrease the line spacing in a bulleted list from 2.0 to 1.15.

**Highlighted Text**
- **Positively or negatively affect a student’s experience including:**
  - Language barriers and proficiency ([Zhang & Kenny, 2010](#))
  - Course design and instruction ([Linjuan et al., 2010; Zhang & Kenny, 2010](#))
  - Cultural differences ([Liu et al., 2010; Tu, 2001](#))

---

©2015 Walden University Academic Skills Center. All Rights Reserved.
Need MS Word tutoring help? Current Walden students e-mail us at Wordsupport@Waldenu.edu
Step 3: Click the **LINE AND PARAGRAPH SPACING** button on the **HOME** tab in the **PARAGRAPH** group to display the **LINE AND PARAGRAPH SPACING** menu.

Step 4: Click **1.15** on the **LINE AND PARAGRAPH SPACING** menu to decrease the space between the lines of the selected text to **1.15**.
Finish: By following the steps above, you can change the spacing between lines of text within your document.