Line Spacing Options with Bullets and Numbering

- 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 (Minjuan et al., 2010; Zhang & Kenny, 2010)
    - cultural differences (Liu et al., 2010; Tu, 2001)
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.

![Image of MS Word interface with Line and Paragraph Spacing menu highlighted](image)

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**.

![Image of MS Word interface with Line and Paragraph Spacing menu and 1.15 highlighted](image)
Finish: By following the steps above, you can change the spacing between lines of text within your document.