Spacing in Microsoft Word

Spacing is used during the formatting process for a Word Document. Spacing refers to the space between lines.

➢ In this tutorial you will learn how to use spacing in Microsoft Word

Step One: Open a blank Word document or an already completed document. For this tutorial a completed Word document will be used. Highlight the section in the completed Word document where you want the changes applied.
Step Two: For a blank or completed Word document you simply go to the top toolbar. In the PARAGRAPH section on the HOME tab you can adjust your spacing two ways. The first way is by selecting the LINE AND PARAGRAPH SPACING icon.

Select the home tab on the top toolbar.

You will be working in the paragraph section of the home tab.

Click the Line and paragraph spacing icon and a drop down menu will appear.
Step Three: Click the **LINE AND PARAGRAPH** icon and a drop down menu will appear. You will see a series of numbers (1.0 - 3.0) these numbers represent the spacing between lines. Select the size of the spacing you want and it will be applied to your Word document.

These numbers represent the distance between lines. Select which distance is appropriate for your document.

Step Four: The other icon you can use in the drop down menu is **LINE SPACING OPTIONS**.

This is the other option you can use to adjust the line spacing in your document.
Step Five: Select **LINE SPACING OPTIONS** and a command prompt will appear in the center of your page.
Step Six: To adjust the spacing between lines in your document you will use the **SPACING** section.

Step Seven: The first section is adjusting space between paragraphs. Use the **BEFORE** and **AFTER** section to adjust distance.

Use the up and down arrows to adjust the number.

You will use this section to make adjustments.
Step Eight: The next section is for adjusting space between lines. Select the down arrow and a drop down menu will appear. Select which spacing is appropriate for your document. Click OK and the spacing will be applied to the highlighted section of your document.

This menu will adjust the distance between lines in the document.

Click ok when finished

Changes have been made to the selected section of your Word document.