

Formatting line spacing

Microsoft Word

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

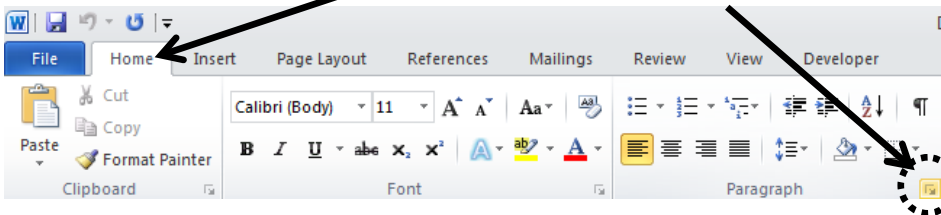
This is **single** line spacing.
 This is **single** line spacing.
 This is **single** line spacing.

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

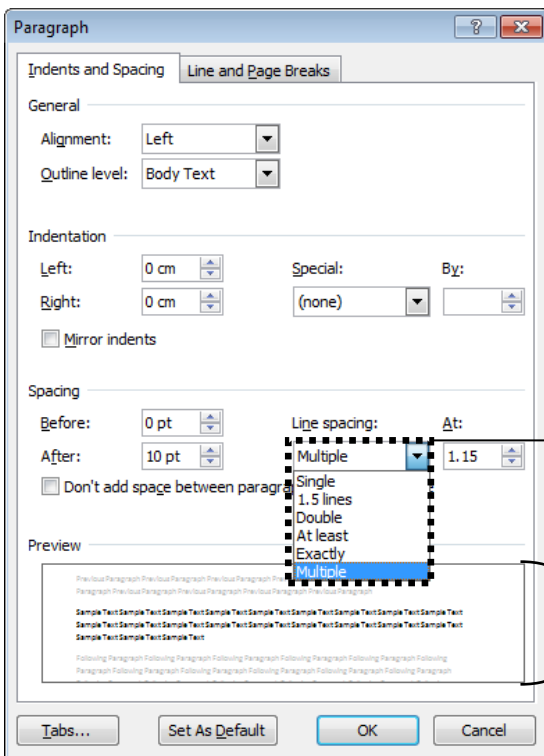
This is **double** line spacing.
 This is **double** line spacing.
 This is **double** line spacing.
 This is **double** line spacing.

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.

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.

