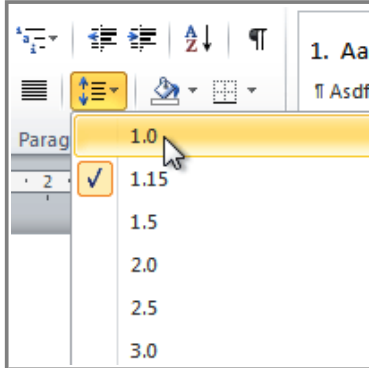




Introduction



An important part of creating effective documents lies in the document design. When designing your document and making formatting decisions, you will need to know how to **modify the spacing**. In this lesson, you will learn how to modify the **line** and **paragraph spacing** in various ways.

Line Spacing

▶▶▶ Watch the video to learn about line and paragraph spacing.



Watch the video (3:06). [Need help?](#)

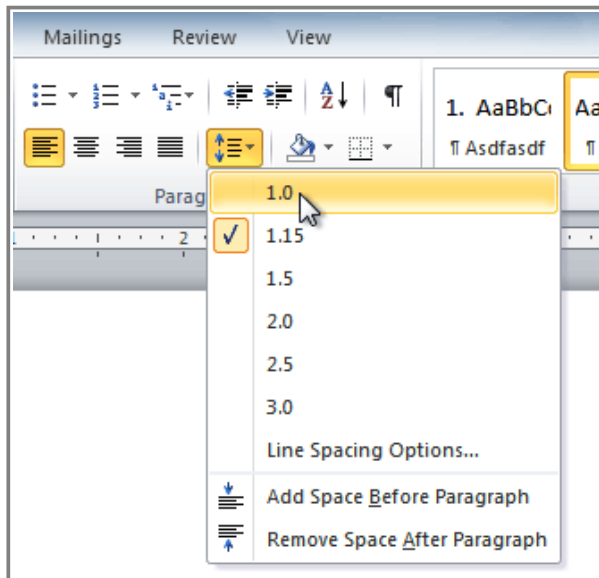
About Line Spacing

Line spacing can either be measured in **lines** or **points**. For example, when text is **double-spaced**, the line spacing is **two lines** high. On the other hand, you might set **12-point** text with something like **15-point** spacing, which gives enough height for the text plus a little extra space. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability.

Line spacing is also known as **leading** (pronounced to rhyme with "wedding").

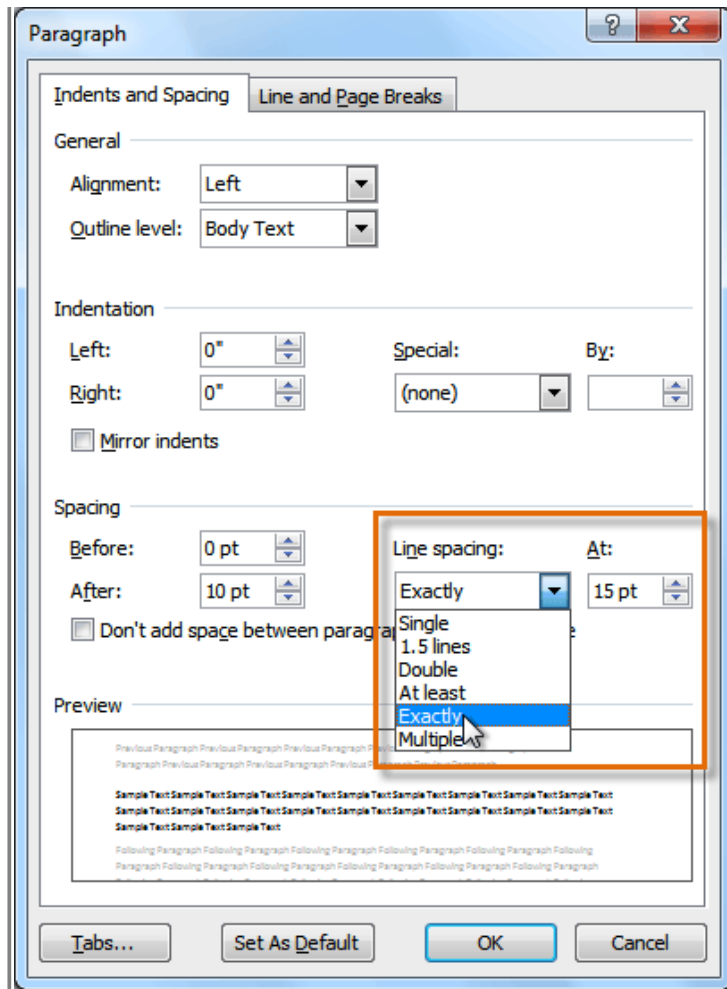
To Format Line Spacing:

1. **Select** the text you want to format.
2. Click the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.
3. Select the desired spacing option from the drop-down menu.



Changing the line spacing

4. From the drop-down menu, you can also select **Line Spacing Options** to open the **Paragraph** dialog box. From here, you can adjust the line spacing with even more precision.
-



Fine-tuning the line spacing

If you select **At least** or **Exactly** in the Paragraph dialog box, the line spacing will be measured in **points**. Otherwise, it will be measured in **lines**.

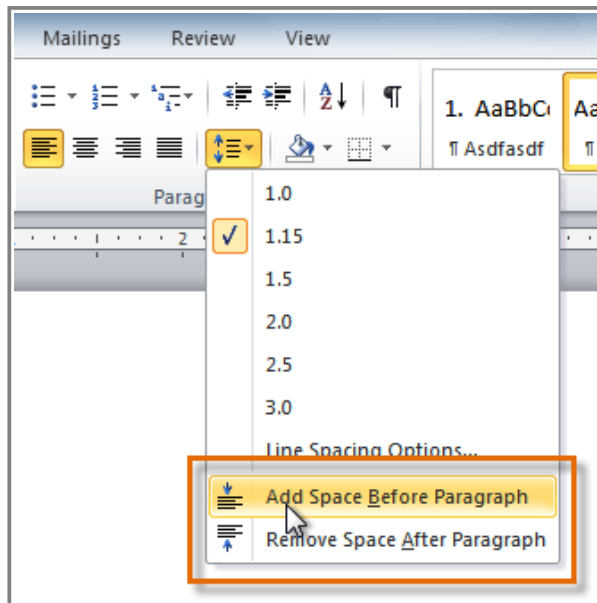
Paragraph Spacing

Just as you can format spacing between lines in your document, you can also choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs helps to make a document easier to read.

To Format Paragraph Spacing

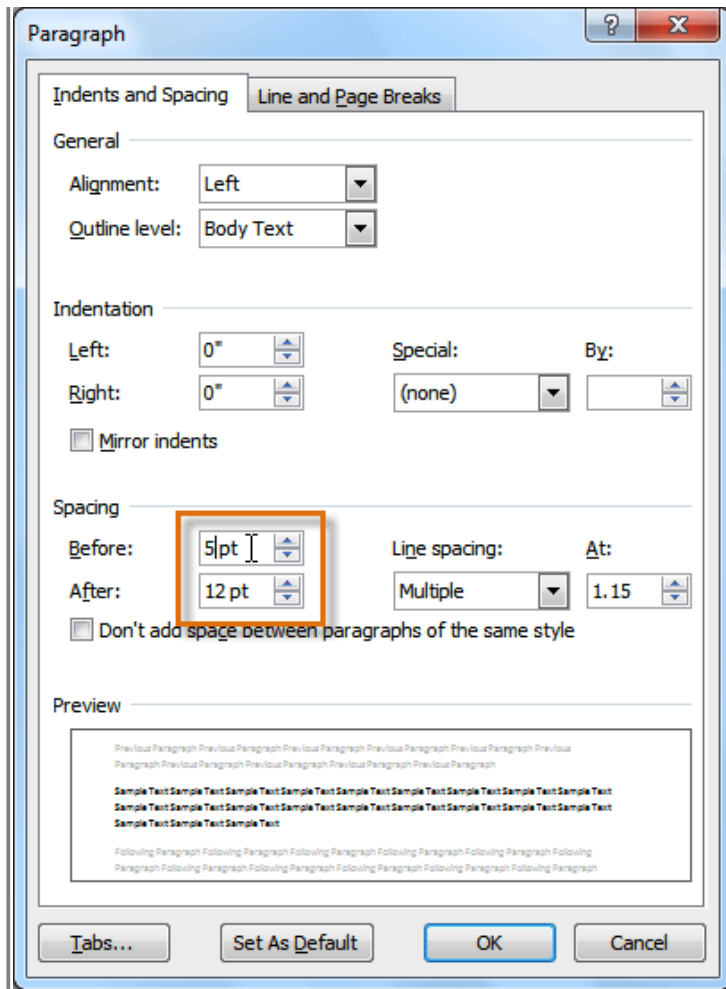
1. Click the **Line and Paragraph Spacing** command on the Home tab.

2. Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.



Adding space before a paragraph

3. From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control exactly how much space there is **before** and **after** the paragraph.
-



Fine-tuning the paragraph spacing

Challenge!



1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Change the **line spacing** of a **paragraph** of text.
3. Change the **paragraph spacing** between body text and a heading.
4. If you are using the example, change the **line and paragraph spacing** so that the entire resume fits on one page.