

Taste of Tech

Using Shortcuts For Line Spacing In Word

The **F**ormat | **P**aragraph option allows you to change paragraph spacing.

However, you don't have to leave the **keyboard** to do so. To change line spacing within paragraphs, simply place your cursor anywhere in the paragraph you wish to modify and press one of the following key combinations:

Press	Line Spacing
[Ctrl] + 1	Single spacing
[Ctrl] + 5	1 and 1/2 spacing
[Ctrl] + 2	Double spacing
[Ctrl] + 0	Add or remove one line space before the selected paragraph

Tip:

You may want your spacing in Word to be less than 0.5, or half of a line. To do this:

1. Right-click your mouse on the paragraph whose text you want to change.
2. When the context menu appears, click **P**aragraph.
3. Click the down arrow under **L**ine spacing and select "**Exactly.**"
4. Now, to the right of that, simply type in the new line spacing setting you wish to have in the "**A**t" box.
5. Click **OK** to save your settings.