

Microsoft Office Productivity Suite

Lesson: April 9th

Learning Target:

Students will learn how to format their documents paragraph and Line Spacing in Microsoft Word and Google Docs

Let's Get Started:

If you are using a computer with Microsoft Office,
[click here](#) (Go to slide 2)

If you are using a computer without Microsoft Office,
[click here](#) (Go to slide 10)

Paragraph and Line Spacing with Microsoft Office Word

Watch Video: [Click Here](#)

Introduction

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability and **reduce** it to fit more text on the page.

Line Spacing

Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than single spaced.

In the images below, you can compare different types of line spacing. From left to right, these images show default line spacing, single spacing, and double spacing.

SUMMARY

Tech-savvy,
solutions-oriented
professional with
experience in all
aspects of office
management,
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Practice: Format Line Spacing

1. Select the text you want to format

Dear Ms. Jackson:

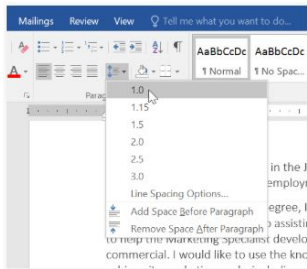
I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

2. On the **Home** tab, click the **Line and Paragraph Spacing** command, then select the desired line spacing.



3. The line spacing will change in the document

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

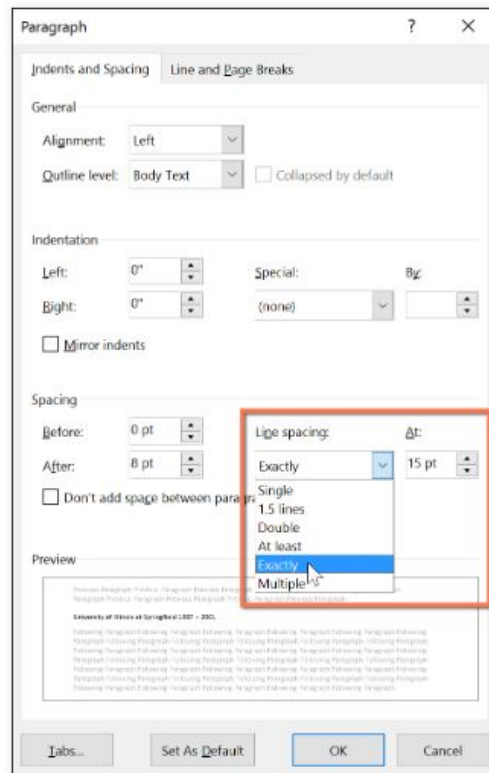
Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

Adjusting Line Spacing

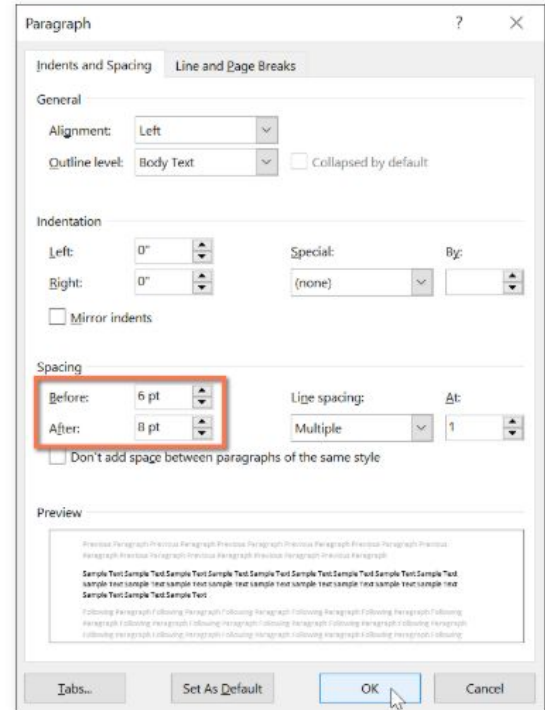
Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing.

- **Exactly:** When you choose this option, the line spacing is **measured in points**, just like font size. For example, if you're using **12-point** text, you could use **15-point** spacing.
- **At least:** Like the the **Exactly** option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- **Multiple:** This option lets you type the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value, like **0.9**.



Paragraph Spacing

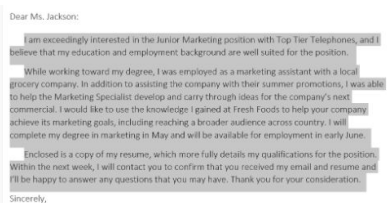
Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.



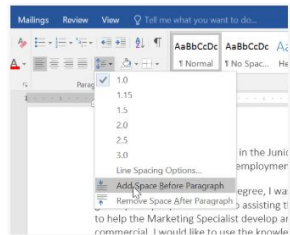
Practice: Format Paragraph Spacing

In our example, we'll increase the space before each paragraph to separate them a bit more. This will make it a little easier to read.

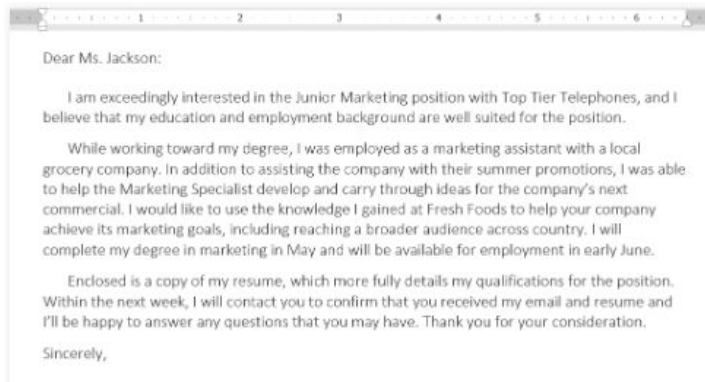
1. Select the paragraph or paragraphs you want to format.



2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Click **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. In our example, we'll select **Add Space Before Paragraph**.



3. The paragraph spacing will change in the document.



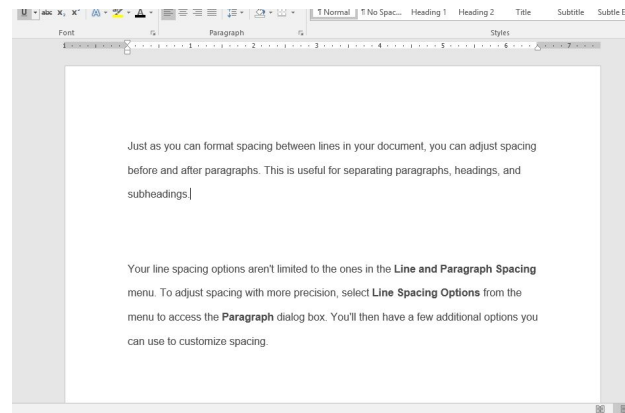
CHALLENGE!

1. Open a blank word document
2. Place your insertion point at the beginning of the document
3. Copy and Paste or type the following two paragraphs into your document:

“Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing.”

4. Select the first paragraph. This starts with “**Just as you**” and ends with “**and subheadings.**”
5. Change the spacing **before** the paragraph to 12 pt. And the spacing after the paragraph to 30 pt.
6. Select both paragraphs with your mouse and change the line spacing to 2.0
7. When you're finishing, your document should look like the one above.



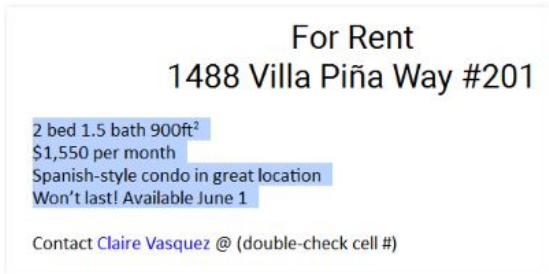
Paragraph and Line Spacing with Google Docs

Introduction

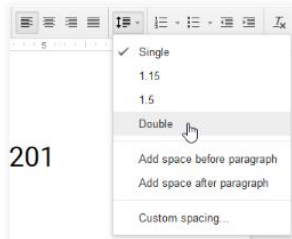
In Google Docs, line spacing is measured in **lines**. For example, when text is **double spaced**, the line spacing is **two lines** high. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability.

Practice: Format Line Spacing

1. Select the text you want to format



2. Click the **Line spacing** button, then select the desired **line spacing option** from the drop-down menu. You can also click **Custom spacing** to fine tune the spacing.



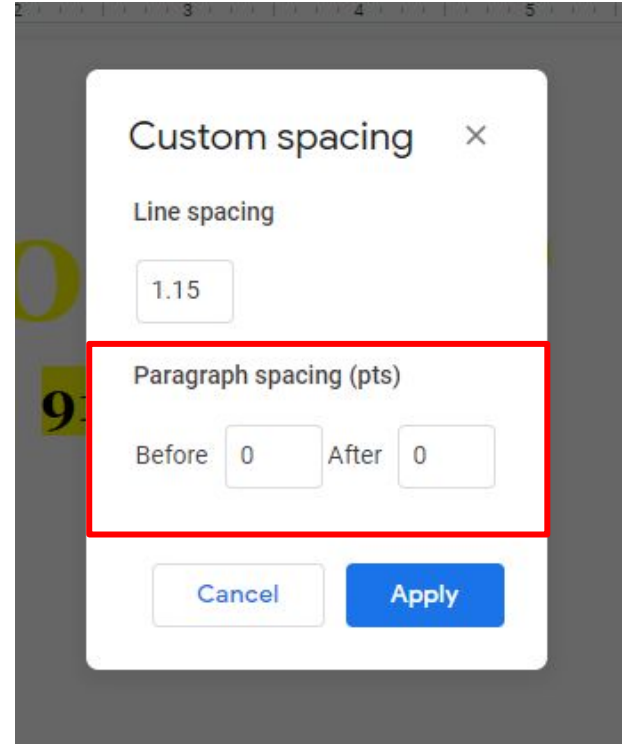
3. The line spacing will change in the document



Paragraph Spacing

Just as you can format spacing between lines in your document, you can choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings.

Extra spacing between paragraphs is another way to help to make a document easier to read.



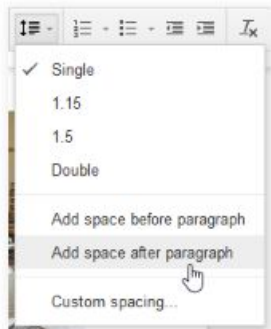
Practice: Format Paragraph Spacing

1. Select the paragraph or paragraphs you want to format.

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood. I

For more information, visit us online:
www.villapinacondos.com

2. Click the Line Spacing button
3. Select **Add space before paragraph** or **Add space after paragraph** from the drop-down menu. You can also click **Custom spacing** to fine tune the spacing.



4. The paragraph spacing will change in the document.

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:
www.villapinacondos.com

CHALLENGE!

1. Open a blank Google document
2. Place your insertion point at the beginning of the document
3. Copy and Paste or type the following two paragraphs into your document:

“Just as you can format spacing between lines in your document, you can adjust spacing before and after paragraphs. This is useful for separating paragraphs, headings, and subheadings.

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize spacing.”

4. Select the first paragraph. This starts with “**Just as you**” and ends with “**and subheadings.**”
5. Change the spacing **before** the paragraph to 12 pt. And the spacing after the paragraph to 30 pt.
6. Select both paragraphs with your mouse and change the line spacing to Double
7. When you're finishing, your document should look like the one above.

