

SLO 1.6



Changing Text Alignment, Line Spacing, and Paragraph Spacing

In addition to word wrap, line breaks, and paragraph breaks, you can use text alignment, line spacing, and paragraph spacing to control the layout and white space between the parts of your document. Many formatting features, such as text alignment, line spacing, paragraph spacing, indents, numbering, and bullets, apply to an entire paragraph. For example, if the insertion point is within a paragraph and you change the line spacing to double space, the entire paragraph is formatted with double spacing.

Default Settings

Just as font and font size have default settings, Word has default settings for paragraph alignment, line spacing, and paragraph spacing. These default settings are stored in the *Normal* template on which all new blank documents are based. **Table 1-4** summarizes font, line spacing, and paragraph default settings:

Table 1-4: Normal Template Default Settings

Setting	Default Setting
Font	Calibri
Font Size	11 pt.
Horizontal Paragraph Alignment	Left
Line Spacing	1.08 lines
Paragraph Spacing—Before	0 pt.
Paragraph Spacing—After	8 pt.

Paragraph Alignment

Paragraph alignment controls the horizontal alignment of paragraphs. A paragraph is a single word, a group of words, a sentence, or multiple sentences. Paragraphs are separated by paragraph breaks. A group of words using word wrap and line breaks is considered one paragraph.

The four different paragraph alignment options are:

- **Left** (default): The paragraph is aligned on the left margin.
- **Center**: The paragraph is centered between the left and right margins.
- **Right**: The paragraph begins and is aligned on the right margin.
- **Justify**: The paragraph is aligned flush with both the left and right margins.

ANOTHER WAY

Press **Ctrl+L** to *Align Text Left*.

Press **Ctrl+E** to *Center* text.

Press **Ctrl+R** to *Align Text Right*.

Press **Ctrl+J** to *Justify* text.

Change the alignment of a paragraph by clicking a paragraph alignment button in the *Paragraph* group on the *Home* tab (**Figure 1-52**). When changing the alignment of a single paragraph, the entire paragraph need not be selected; the insertion point only needs to be within the paragraph for the alignment to be applied. Text alignment can also be changed in the *Paragraph* dialog box.

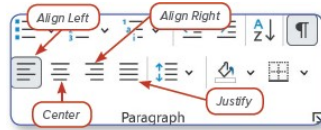


Figure 1-52 Paragraph alignment options in the Paragraph group

Line Spacing

Line spacing refers to the amount of blank space between lines of text within a paragraph. The default setting in Word is 1.08 lines, which is slightly more than single spacing. Most documents you type are single-spaced or 1.08 line spacing, but you may want to use double-spacing (two lines) when needed, such as when typing an academic report.

As with paragraph alignment, you can apply line spacing to an individual paragraph, multiple paragraphs, or an entire document.

To change line spacing, click the **Line and Paragraph Spacing** button in the *Paragraph* group on the *Home* tab and select an option (Figure 1-53). Choose from the preset line spacing options or select **Line Spacing Options** to open the *Paragraph* dialog box and set custom line spacing.

ANOTHER WAY

Ctrl+1 applies single-space (1 line).

Ctrl+5 applies 1.5 line spacing.

Ctrl+2 applies double-space (2 lines).

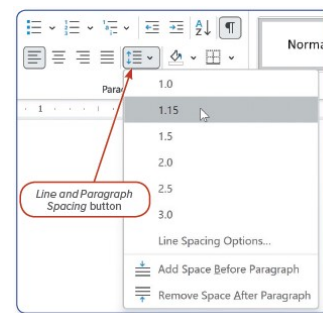


Figure 1-53 Line and Paragraph Spacing button in the Paragraph group

The *Paragraph* dialog box includes additional line spacing options (Figure 1-54). The *At Least* and *Exactly* options allow you to specify points of spacing, rather than lines of spacing, between lines of text. The *Multiple* option enables you to set a line spacing option that is not a whole number, such as 1.3 or 2.25 line spacing.

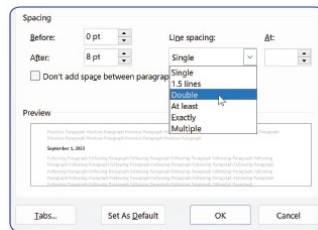


Figure 1-54 Line spacing options in the Paragraph dialog box

MORE INFO

If a document has inconsistent line spacing, it looks unprofessional. Select the entire document and set the line spacing to ensure consistency and improve readability.

Paragraph Spacing

While line spacing controls the amount of space between lines of text in a paragraph, **paragraph spacing** controls the amount of spacing before and after paragraphs. For example, you might want the text of a document to be single-spaced but prefer to have more blank space before and after paragraphs. Use paragraph spacing to accomplish this task.

Before and **After** paragraph spacing is set in points. The default **After** paragraph spacing is 8 pt., which is a little less than one blank line. The default **Before** paragraph spacing is 0 pt.

Change **Before** and **After** paragraph spacing in the *Paragraph* group on the *Layout* tab (Figure 1-55). You can also change **Before** and **After** paragraph spacing in the *Paragraph* dialog box and from the *Line and Paragraph Spacing* button in the *Paragraph* group on the *Home* tab.

Use the *Line and Paragraph Spacing* button in the *Paragraph* group on the *Home* tab to **Add/Remove Space Before Paragraph** or **Add/Remove Space After Paragraph** (Figure 1-56). These options are contextual and

change depending on whether *Before* or *After* paragraph spacing is already applied on the text.

MORE INFO

Insert line breaks to keep lines of text as a single paragraph. *Before* and *After* paragraph spacing is not applied to individual lines of text when line breaks are used to create a paragraph.

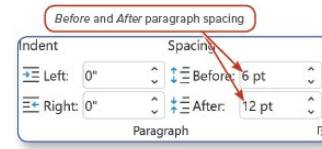


Figure 1-55 Paragraph group on the Layout tab

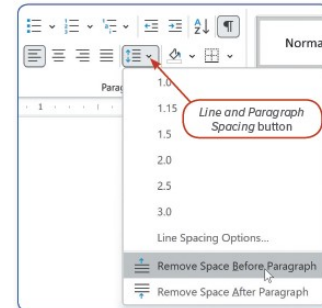


Figure 1-56 Add/Remove paragraph spacing options

Paragraph Dialog Box

The **Paragraph dialog box** combines many of the alignment and spacing options included in the *Paragraph* groups on the *Home* and *Layout* tabs.

HOW TO: Change Alignment and Spacing in the Paragraph Dialog Box

1. Place the insertion point in the paragraph or select the text to format.
2. Click the **Paragraph** launcher [*Home* or *Layout* tab, *Paragraph* group] to open the *Paragraph* dialog box (Figure 1-57).
3. Click the **Alignment** drop-down list in the *General* area and select **Left**, **Centered**, **Right**, or **Justified**.
 - The *Indentation* section of this dialog box controls indents. Indents are covered in SLO 2.3: *Using Indents*.
4. Change **Before** and **After** paragraph spacing in the *Spacing* section.
 - Type the number of points of spacing or use the spinner (up and down) arrows.
 - The *Don't add space between paragraphs of the same style* check box controls paragraph spacing between paragraphs of the same style, which is primarily used with numbered and bulleted lists and outlines.
5. Click the **Line spacing** drop-down list to select a line spacing option.
 - Alternatively, type a custom line spacing in the **At** text box. The line spacing changes to *Multiple*.
6. Notice the *Preview* area displays how your document will look with changes.
7. Click **OK** to close the *Paragraph* dialog box.

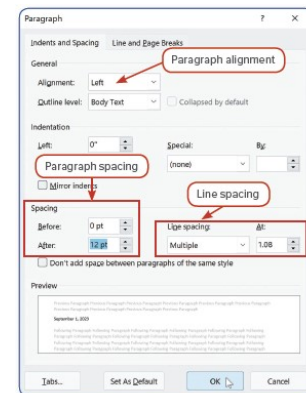


Figure 1-57 Paragraph dialog box

Change Default Line and Paragraph Spacing

Use the *Paragraph* dialog box to set default paragraph alignment and spacing. This process is similar to changing the default font and font size settings.

HOW TO: Change the Default Paragraph Alignment and Spacing

1. Click the **Paragraph** launcher [*Home* or *Layout* tab, *Paragraph* group] to open the *Paragraph* dialog box.
2. Click the **Indents and Spacing** tab if it is not already selected.
3. Change the paragraph and line spacing settings.
4. Click the **Set As Default** button on the bottom left of the dialog box. Select one of the two options in the confirmation dialog box (Figure 1-58):

- **This document only?**
- **All documents based on the Normal template?**

5. Click **OK**.

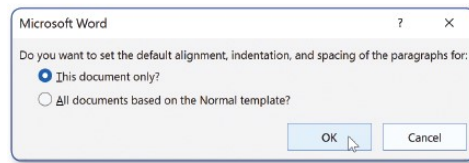


Figure 1-58 Change default setting confirmation options