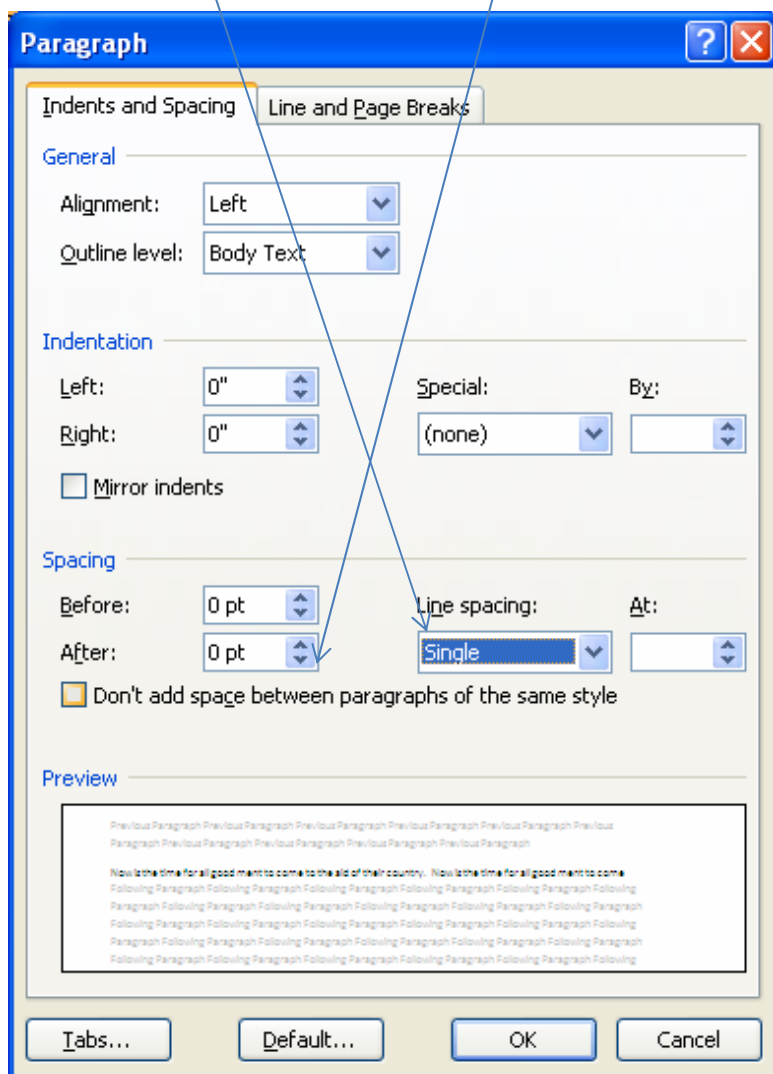


MS Word - Spacing

When you begin a new document, if you have not changed the default, you will notice that the spacing is set for 10 pts after each line. If you want single spacing to occur, you will have to change this to 0 pts and single under the Spacing section of the Paragraph dialog box.

MICROSOFT WORD 2007 BASICS TIP SHEET

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To access the Paragraph Dialog box, click the expand button on the Paragraph group.

