

## Line spacing ↓=

- ☐ Line spacing is the space between each line in a paragraph.
- ☐ Select the paragraph you want to change, or press Ctrl+A to select all text.
- ☐ Go to Home -> Line and Paragraph Spacing.
- ☐ Select the line spacing you want. For more exact spacing, select Line Spacing Options, and make changes under Spacing.

## **Example**

Single Line space	After adding line space
Education gives us a knowledge of the world around us and changes it into something better.	Education gives us a knowledge of the world around us and changes it into something better.