Correcting Line Spacing in Microsoft Word (2007)

In Word 2007, select the “Home” tab at the top of the page.

Highlight all text by pressing these two buttons together: (“Ctrl” + “A”). This can also be by using a mouse to highlight text. Please note that text will be shaded to show that it was selected.

Locate and click on the Home tab then the Paragraph Settings Icon shown below with the upward red arrow.

Select “Line Spacing Options...” from the menu.

To correct the spacing, change the settings.

This will eliminate the 10 pt. spacing after each line. Additional line spacing options are available. OCT2010 CBP