

How to adjust character spacing in Word (latest standard)

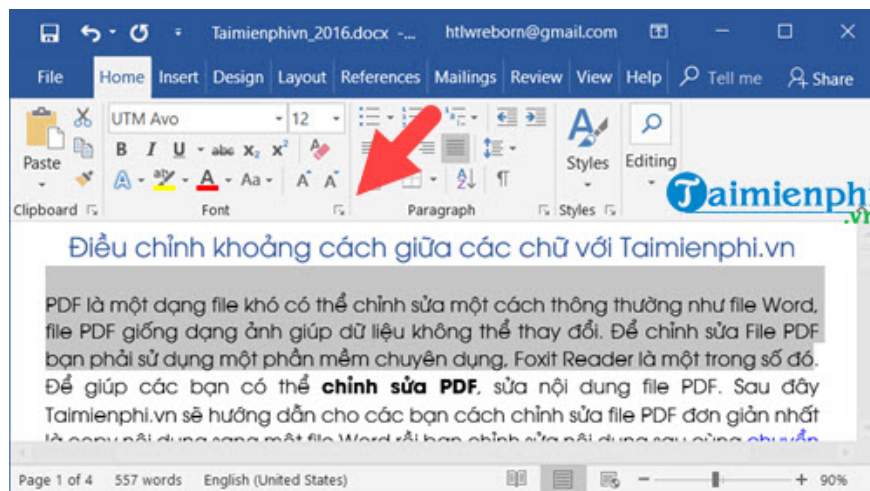
Microsoft Word's interface and features change with each version, but don't worry! This article will guide you on how to adjust character spacing in Word from 2003 to Microsoft 365, making it easy to apply to your needs.

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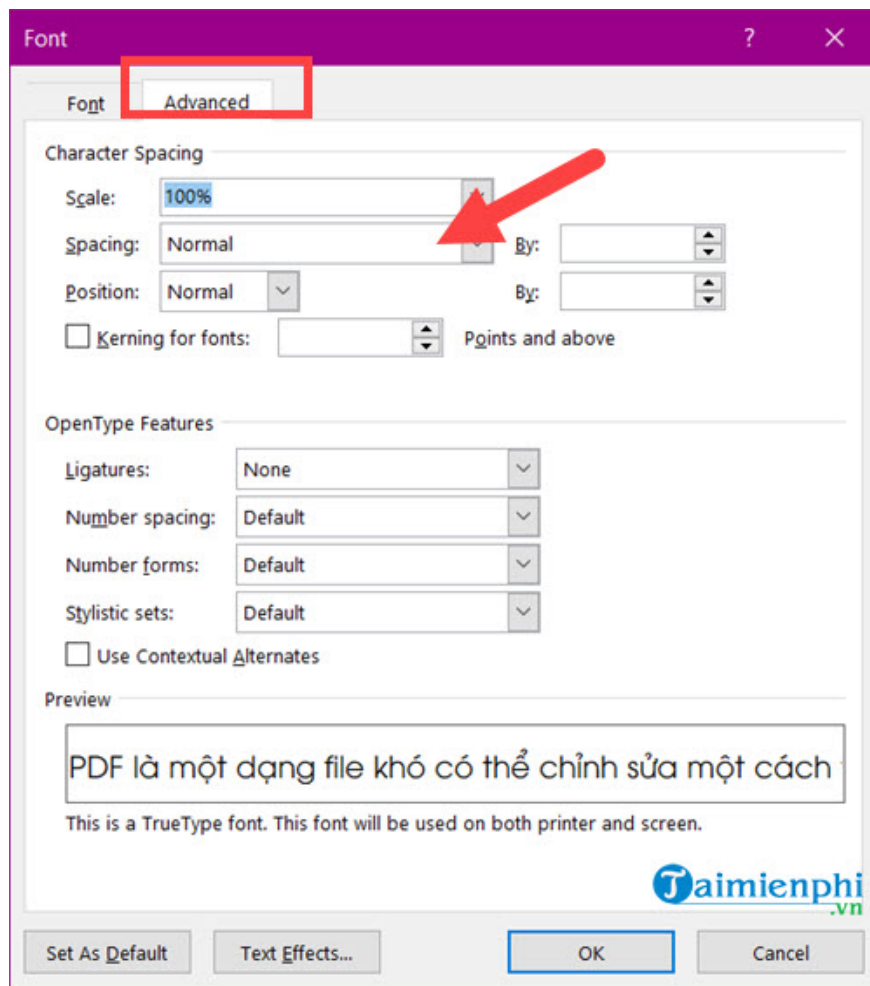
1. For Word 2010, 2013, 2016, 2019, 2021 and 365. 2.
- For Word 2007. 3.
- For Word 2003. 4.
- Adjusting the spacing of ABCD answers in Word correctly .

1. Word 2010, 2013, 2016, 2019, 2021, 365

Step 1: Select a piece of text, then go to the **Home** tab => click the arrow in the **Font** group.

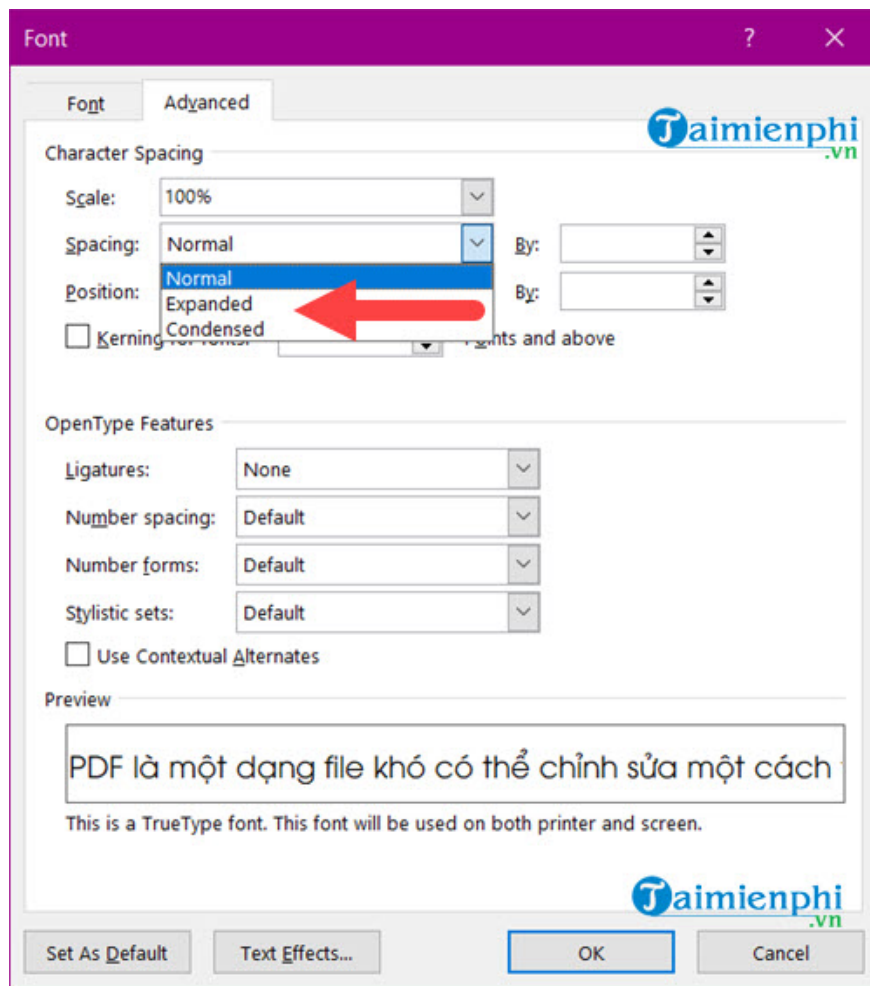


Step 2: In the **Font Setting** interface , select **Advanced** -> **Spacing in Character Spacing**.

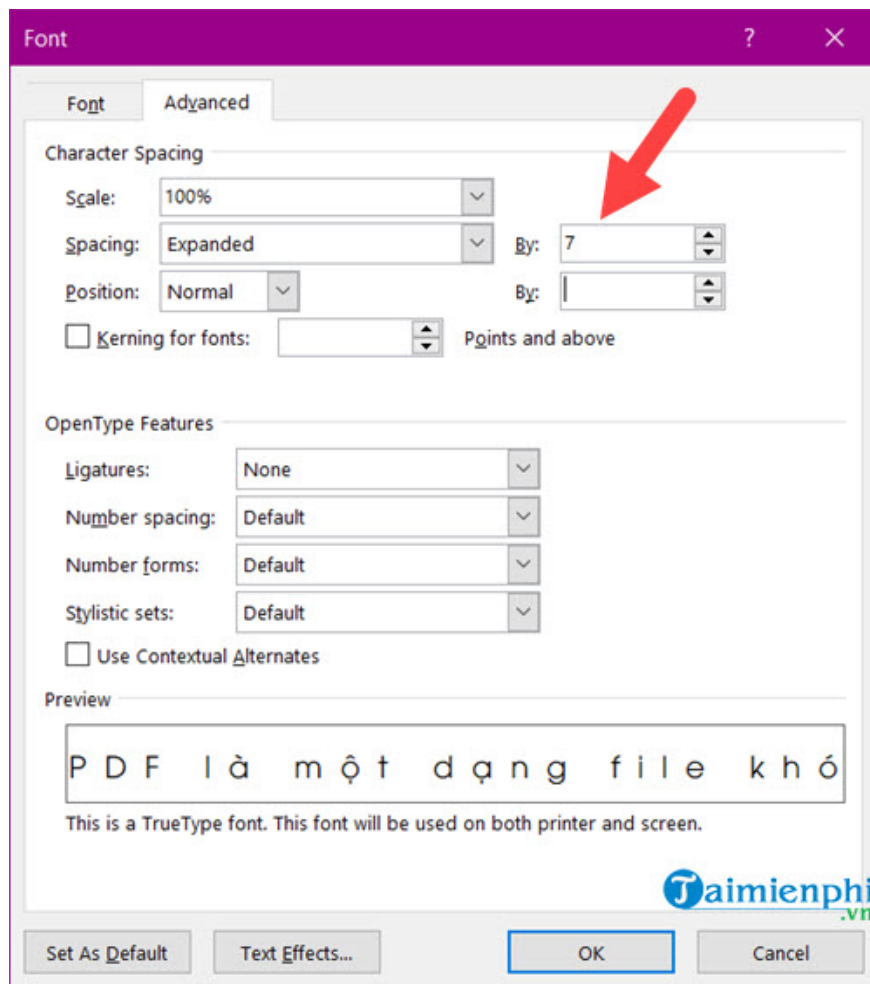


Step 3: In **Spacing**, there are two features to note: **Expanded** and **Condensed**.

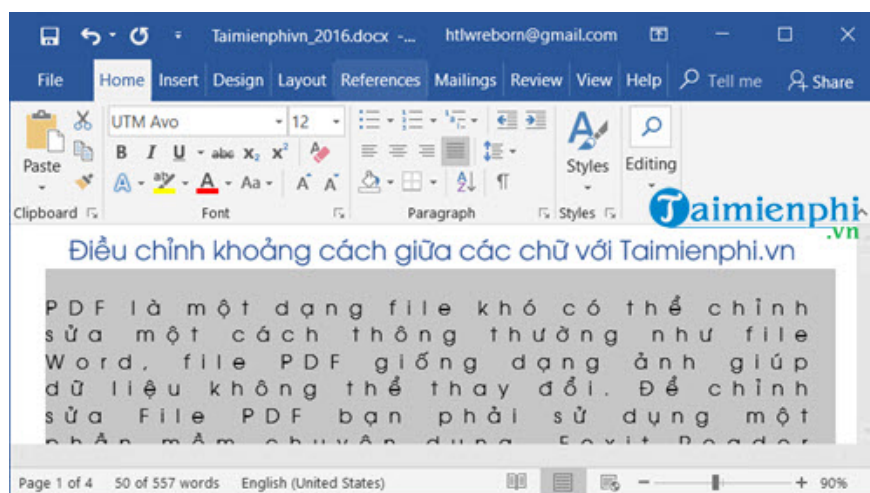
- **Normal:** The default spacing between characters and letters.
- **Expanded** : Increases the spacing between characters and letters.
- **Condensed** : Decreases the spacing between characters and letters.



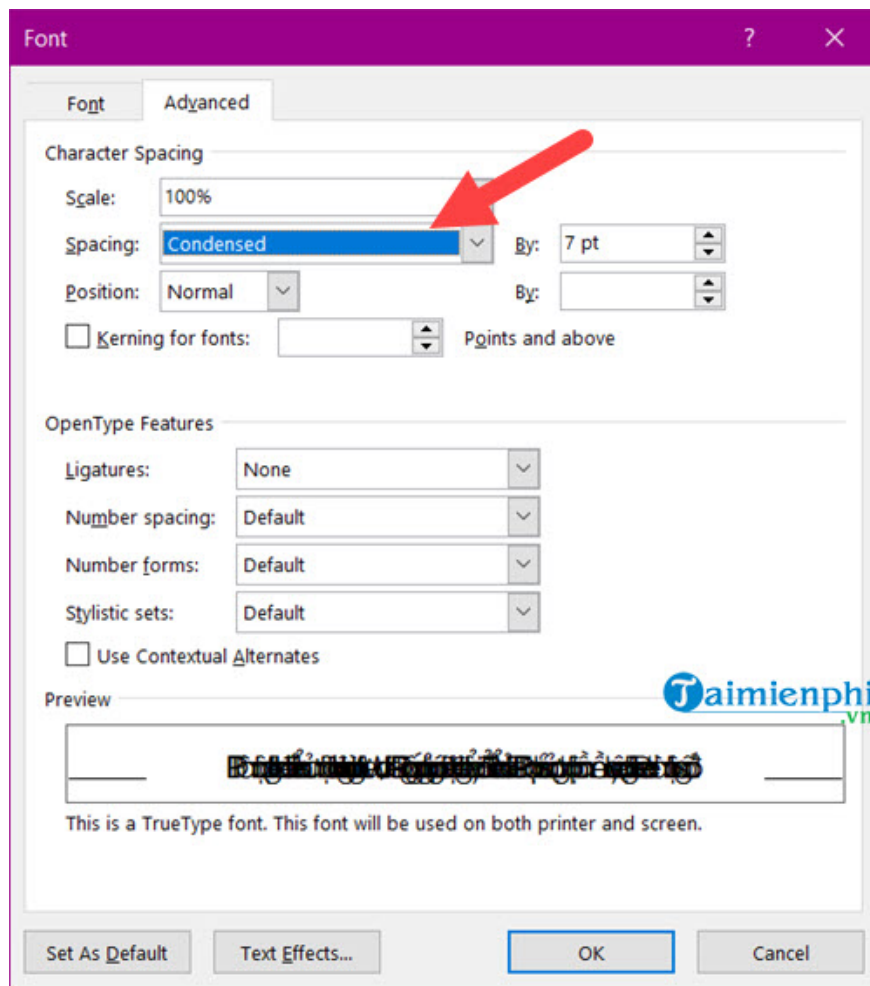
- For example, if you want **to increase the spacing between words in Word** , select "**Expanded**" and set the value to 7 in the "**By**" section . You will immediately see the difference in the **Preview** section . If you find it satisfactory, click **OK** to save the settings.



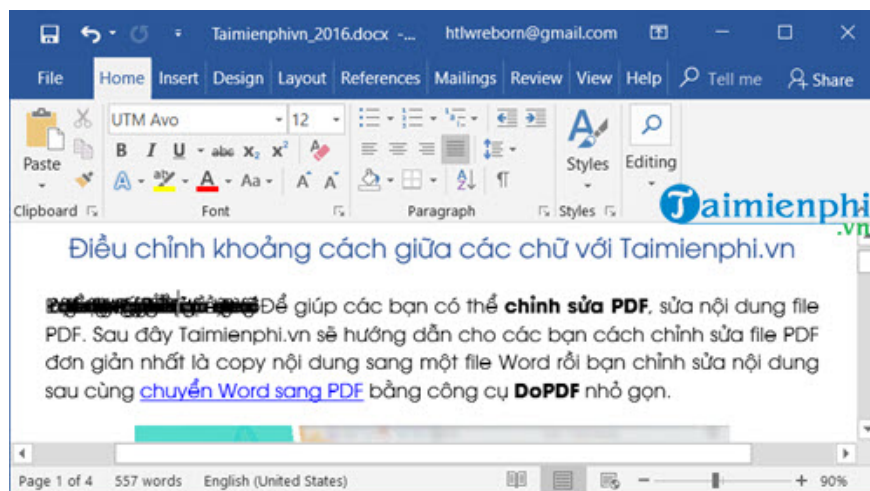
- After clicking **OK** , you will see that the spacing of the selected text has been adjusted.



- If you want to **reduce the spacing between characters in Word** , select **Condensed** and set the corresponding value in the **By** field , then click **OK** .



- The text you select will now be reduced in size.



2. For Word 2007

Step 1: Select the text you want to adjust the spacing of in Word 2007.

Step 2: Select the **Home** tab , then click the small arrow in the bottom right corner of the **Font** group .

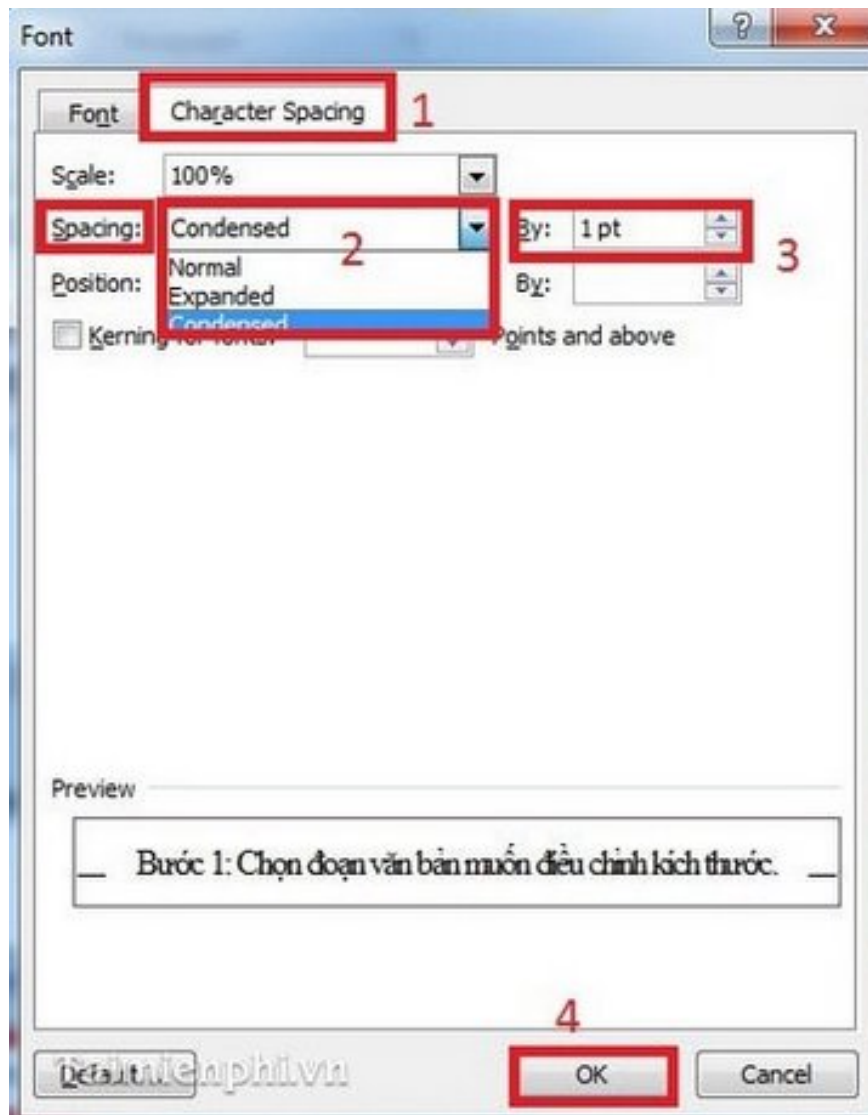


Step 3: When the Font dialog box appears, select the **Character spacing** tab. Then, in the Spacing section, set the parameters

: - Select **Expanded** and set the value for **By** to increase the character spacing.

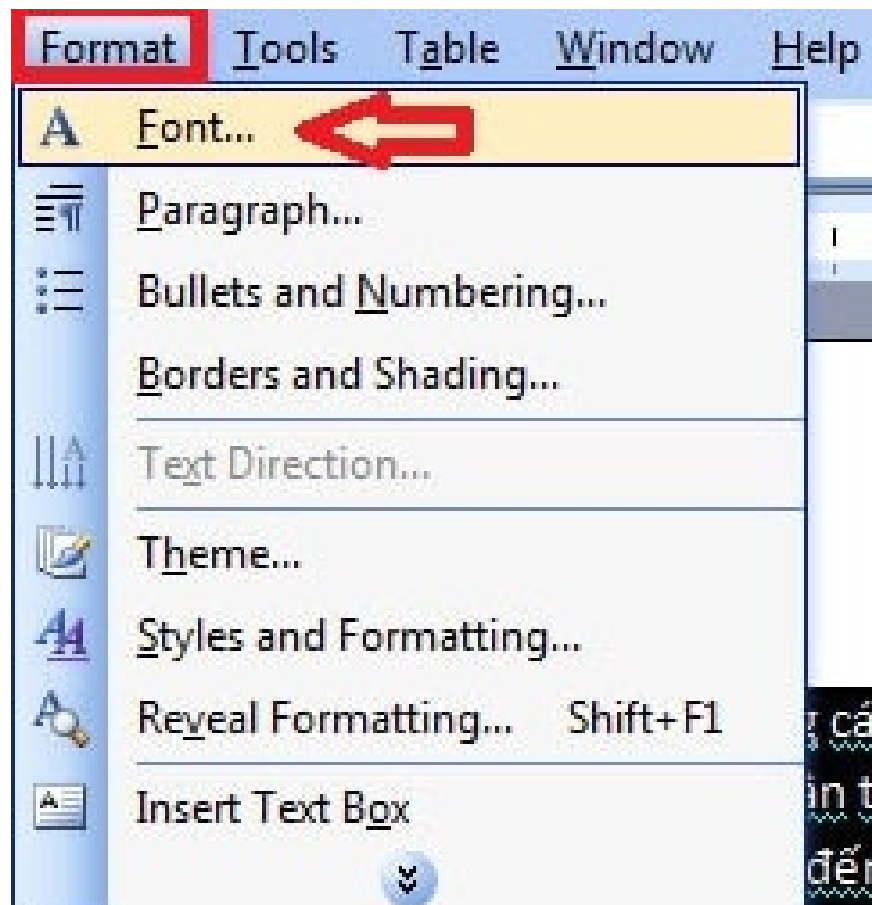
- Select **Condensed** and set the value for **By** to decrease the character spacing.

==> Click **OK** to complete.



3. For Word 2003

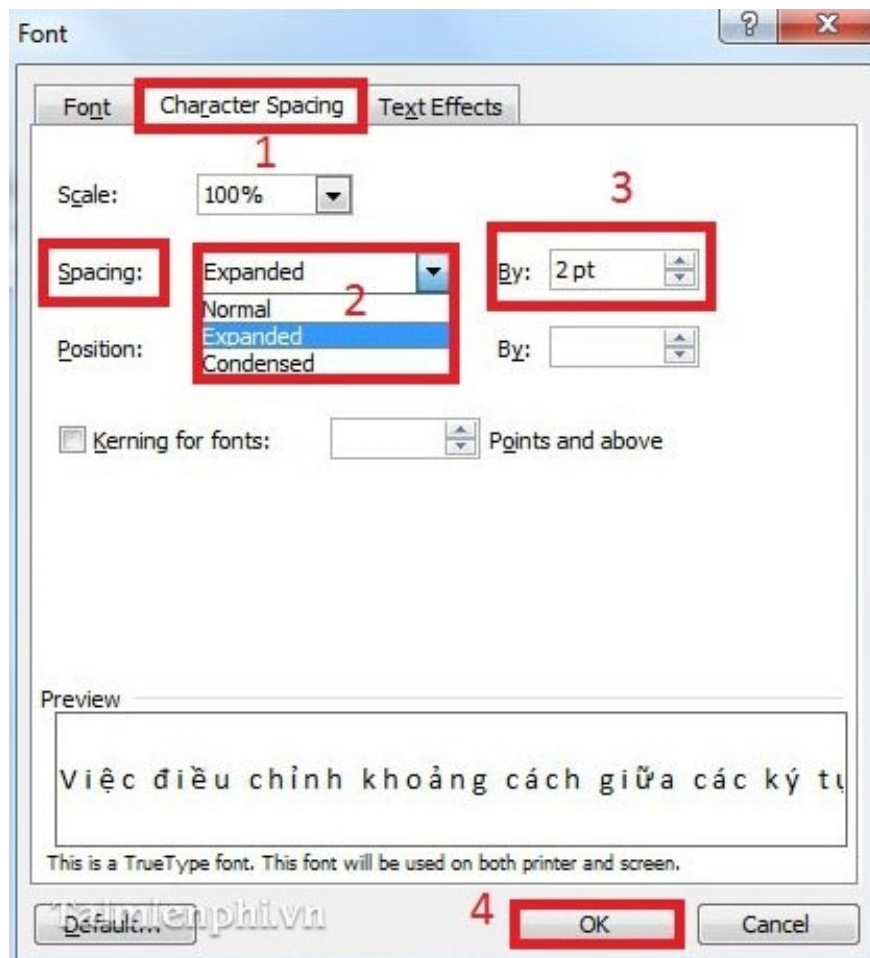
Step 1: Select (highlight) the text you want to adjust the spacing for. Then go to the **Format** menu and select **Font** .



Step 2: When the **Font** dialog box appears, select the **Character spacing** tab .

- To increase the character spacing, select the **Expanded** option and specify the size in the **By** section .

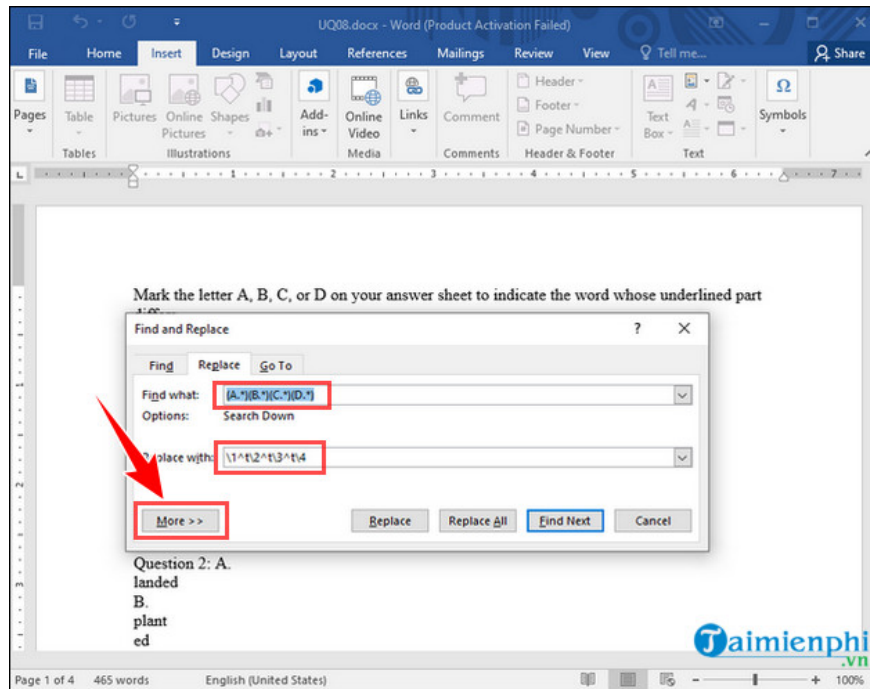
To reduce the spacing between characters, select the **Condensed** option.



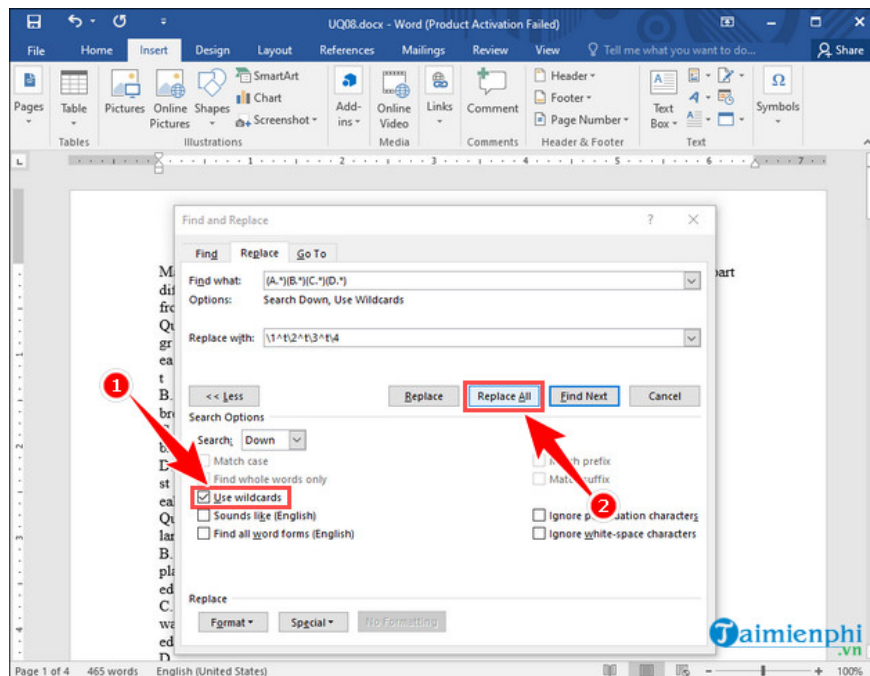
4. Adjust the spacing between the ABCD answers in Word.

Step 1: Press **Ctrl + A** to select all text => Press **Ctrl + H** to open the **Find and Replace** dialog box .

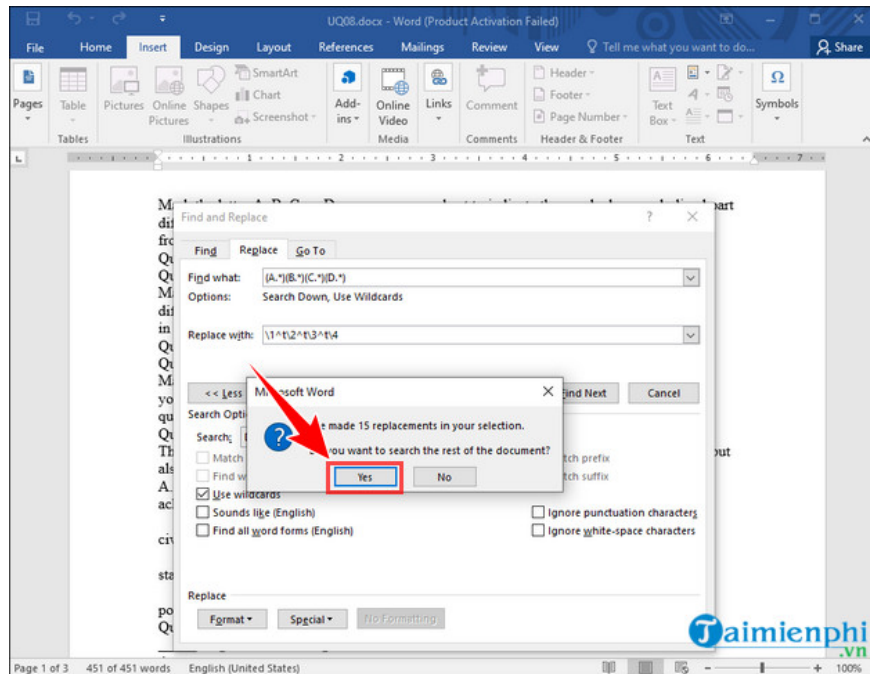
Step 2: Enter the string '**(A.*)(B.*)(C.*)(D.*)**' in the **Find what** field => **Enter the string ' 1^t2^t3^t4 '** to create a space between the answers in the **Replace with** field . Then select **More >>** .



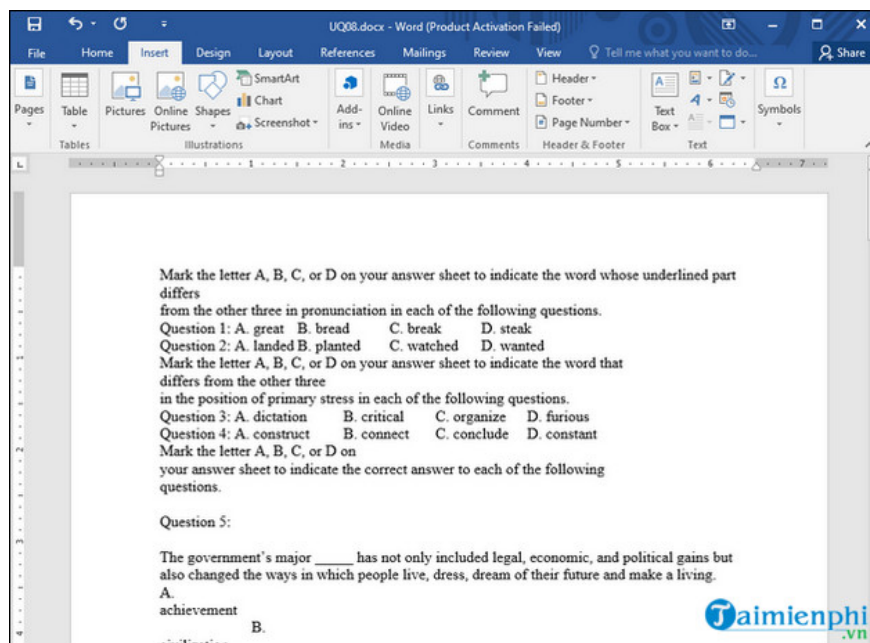
Step 3: Check the box next to **Use wildcards** => Select **Replace All** .



Step 4: Press **Yes** to agree.



- Result:



The article above has guided you on how to adjust character spacing in Word. You can also refer to other tips, such as fixing **character jumping errors in Word**, as shared by TipsMake.

You finished reading the article "**How to adjust character spacing in Word (latest standard)**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.