

How to adjust line spacing in Word 2016, 2019, 2010, 2007, and 2013

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Microsoft Word is one of the most popular word processing software programs today. In Microsoft Word 2016, how do you set line spacing to 1.5 after placing the cursor in a paragraph? This is a common question in many office skills tests. If you frequently use Word for work or study, you've probably already discovered the feature to do this: Line Spacing in Microsoft Word.

Line Spacing refers to the spacing between any two lines in a Word document. The default size for Line Spacing in MS Word is 1.08. However, you can add custom spacing for different lines and paragraphs as needed or desired, ensuring good readability for others.

Currently, you have many ways to align text in Word 2016 and other versions. Below is a detailed guide.

Adjust line spacing in Word

Line spacing refers to the distance between lines in a paragraph. In Word, you can adjust the line spacing as you wish, such as single-spaced (one line high), double-spaced (two lines high), etc. The default spacing in Word is 1.08 lines (greater than one line high).

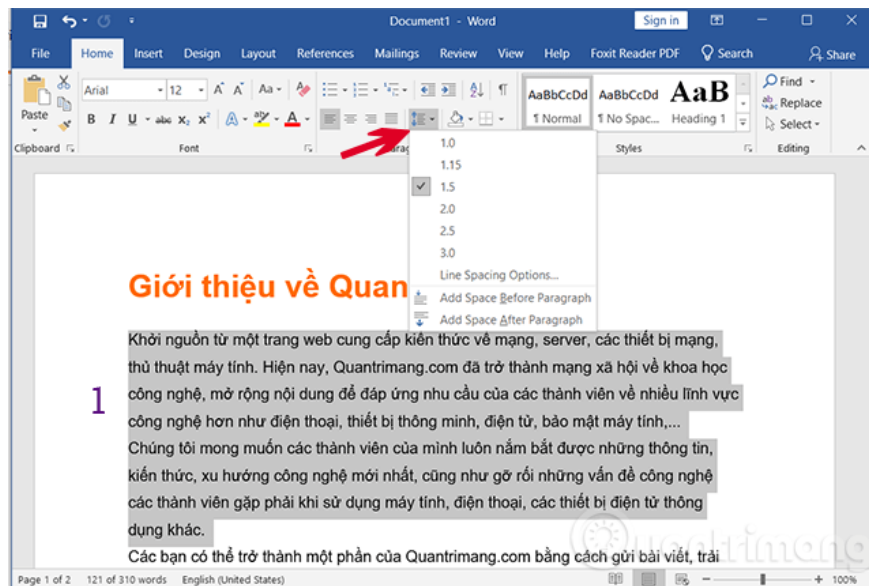
In the image below, you can see the difference in line spacing for each section. From left to right, the spacing will be the default spacing, single spacing, and double spacing.

<p>Khởi nguồn từ một trang web cung cấp kiến thức về mạng, server, các thiết bị mạng, thủ thuật máy tính. Hiện tại, Quantrimang.com đã trở thành mạng xã hội về khoa học công nghệ.</p>	<p>Khởi nguồn từ một trang web cung cấp kiến thức về mạng, server, các thiết bị mạng, thủ thuật máy tính. Hiện tại, Quantrimang.com đã trở thành mạng xã hội về khoa học công nghệ.</p>	<p>Khởi nguồn từ một trang web cung cấp kiến thức về mạng, server, các thiết bị mạng, thủ thuật máy tính. Hiện tại, Quantrimang.com đã trở thành mạng xã hội về khoa học công nghệ.</p>
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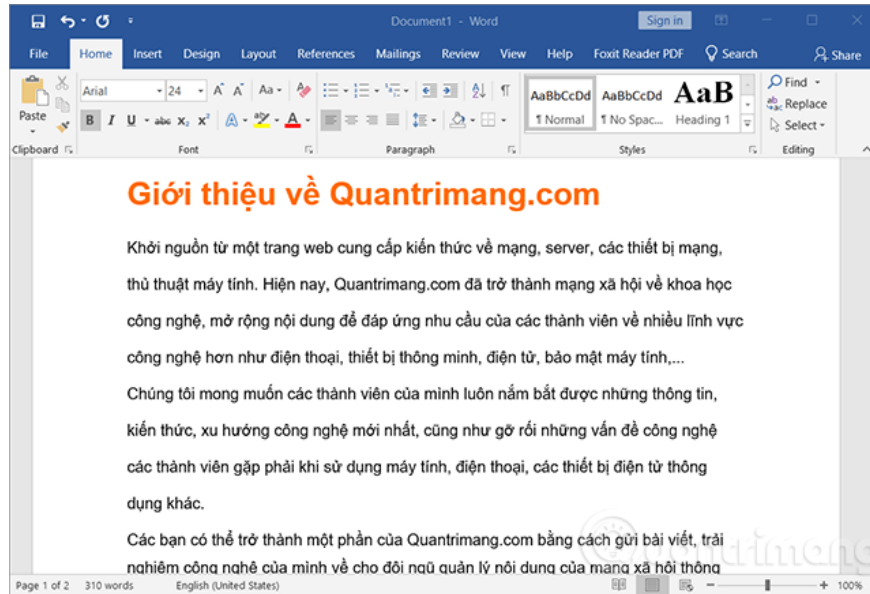
To adjust line spacing in Word, follow these steps:

Step 1: Highlight the text you want to format.

Step 2: On the **Home** tab , under Paragraph, select **Line and Paragraph Spacing** (). Next, choose your desired spacing.



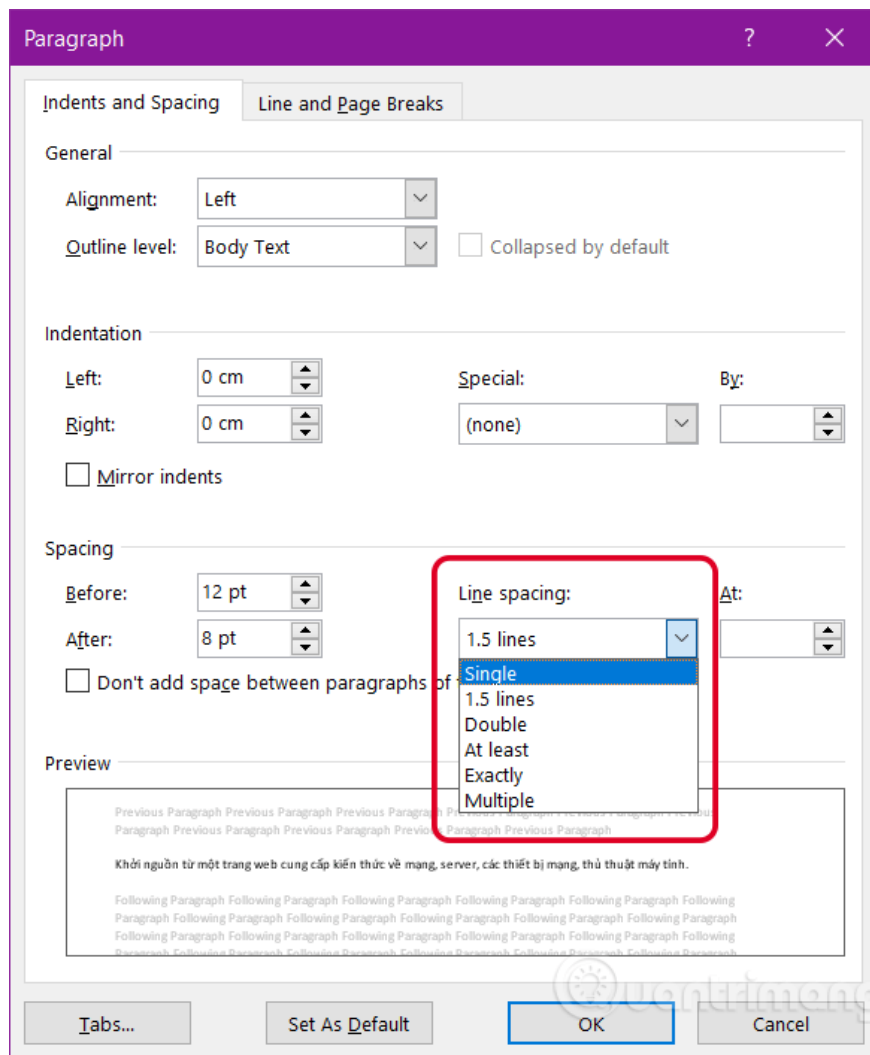
Step 3: The selected text will be spaced according to the spacing you set:



Customize line spacing in Word

You can adjust the line spacing indefinitely in the Line and Paragraph Spacing menu. To adjust the spacing precisely, select **Line Spacing Options** on the toolbar. Immediately, the **Paragraph** box will appear with additional customization options.

1. **Exactly** : Line spacing is measured in points (pt). For example, if you are using a font size of 12pt, you can use a line spacing of 15pt.
2. **At least** : Similar to the Exactly customization, you can choose any pt size. However, if the font sizes on the same line are different, this spacing will be adjusted to accommodate the larger font.
3. **Multiple** : In this setting, you will enter your desired line spacing. For example, select Multiple and set the spacing to 1.2; the text will be slightly more spaced than text with single spacing. If you want the lines to shrink, choose a lower value such as 0.9.



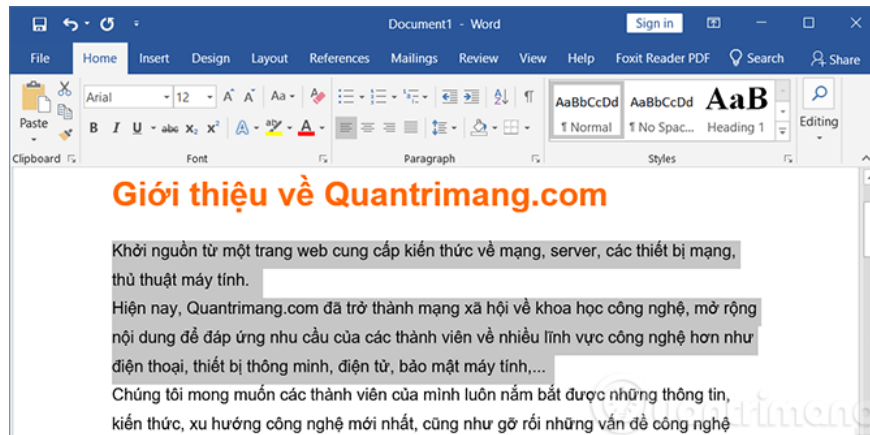
Formatting paragraph spacing in Word

Similarly, you can format the spacing before and after paragraphs. This tool is convenient for paragraph breaks, headings, and subheadings.

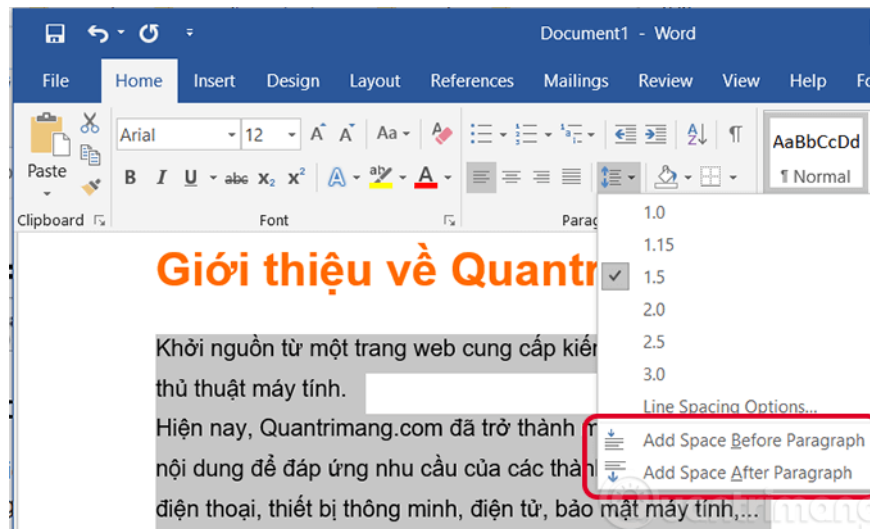
Paragraph spacing format

For example, in this section, we will increase the spacing before each paragraph to separate them and make them easier to read.

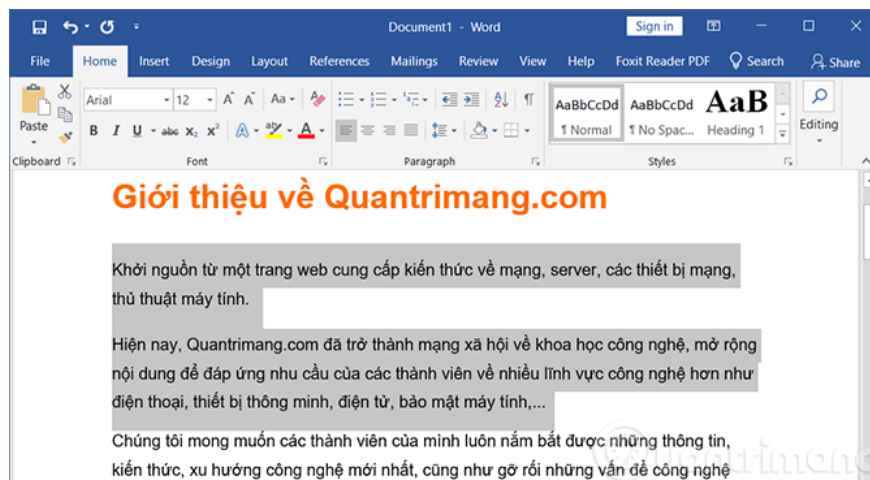
1. Select one or more sections you want to format.



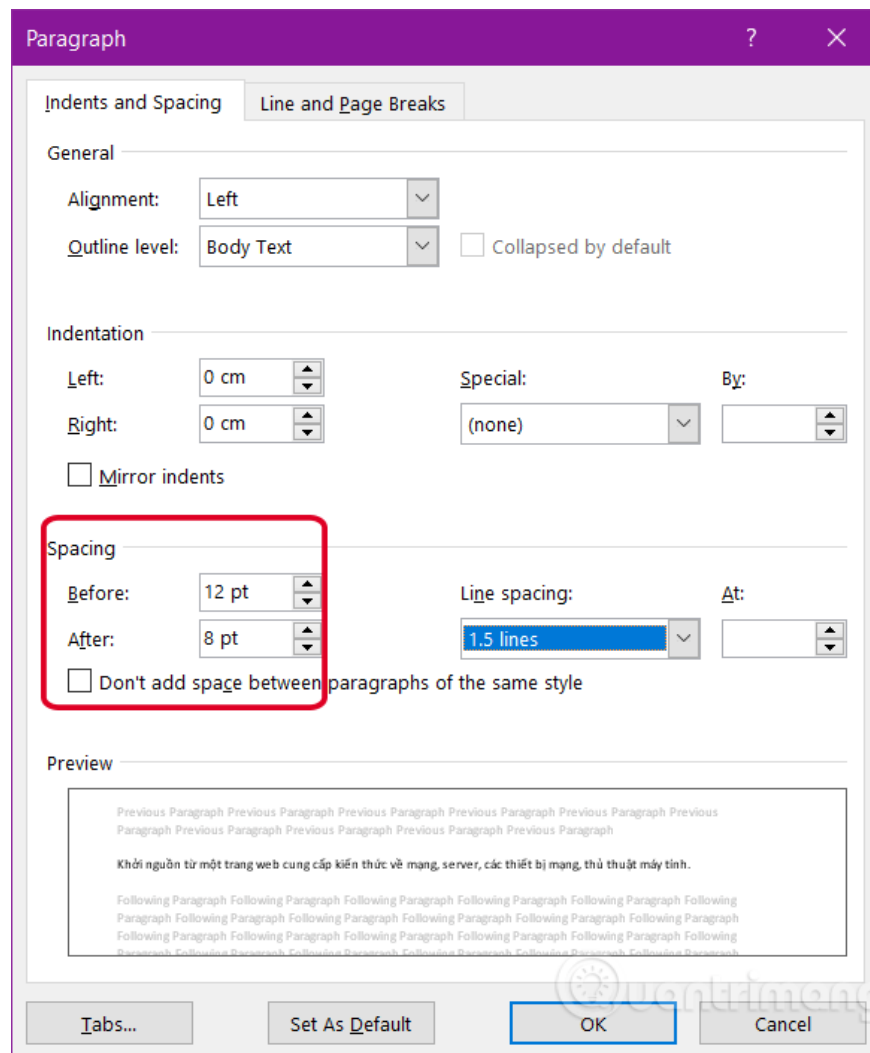
2. Select the **Line and Paragraph Spacing** command in the **Home** tab . Next, click **Add Space Before Paragraph** (to add line spacing before a paragraph) or **Add Space After Paragraph** (to add line spacing after a paragraph) from the drop-down menu.



3. See the result after adjusting the stretch.



Alternatively, in the dropdown menu, you can select **Line Spacing Options** to open the **Paragraph** window . From there, adjust the spacing before and after the paragraph.



You can use Word's **Set as Default** utility to save all the formatting changes you've just made and automatically apply them to new documents.

How to double line spacing in Word 2016 from the Page Layout tab

Many document types utilize double-spacing, which adds extra space between lines of text. In Microsoft Word, there are several different ways to apply double-spacing to a document. If you use Word for writing, you might benefit from learning how to add double-spacing if you're working on a project that requires this formatting.

There can be many reasons why someone might need to double the spacing in a Word document. For example, some professionals adhere to specific style and formatting guidelines when writing, especially in formal documents. Many formats, such as APA and MLA formatting, require writers to use double spacing throughout the text. Another common reason for adding this type of spacing is in academic papers, as many teachers prefer students to use wide line spacing so they can add footnotes below the text as needed.

Doubling the spacing also makes Word documents easier to read, as the added whitespace allows for more definition between lines.

To use this method:

1. Open **Microsoft Word** .
2. Click **the Page Layout** tab .
3. Go to the Paragraph section. Click the down arrow in the bottom right corner. This will bring up the **Paragraph** dialog box .
4. Click the **Indents and Spacing** tab .
5. In the **Spacing** section , find the **Line Spacing** box and click on it.
6. Then click **Double** from the list box.
7. Click **OK** to double the line spacing. This action will close the dialog box.

Another method you can use to double the line spacing is through the Home tab. You can use it when you want to double the line spacing for only a section of the document. Select the section you want to change and follow these steps:

1. Open Microsoft Word.
2. Go to **Home > Paragraph group > Select the Line and Paragraph Spacing** .
3. To double the line spacing, select 2.0 from the dropdown menu.

For more spacing options, select **Line Spacing Options** from the list.

As you can see, adjusting paragraph and line spacing in Word 2016 and other versions isn't too difficult thanks to the built-in tools. Therefore, Microsoft Word remains the top choice for word processing software today.

Frequently Asked Questions about Line Spacing in Word

Is it possible to set double line spacing as the default in Word?

Yes, you can set double line spacing as the default spacing option in Word. You can do this by navigating to the "Line Spacing" dropdown menu in the "Paragraph Settings" window under the "Home" menu. Then, select the double line spacing option and click the "Set as Default" button. This will automatically set double line spacing for every new document you create in Word.

Are there any other line stretching options besides double line stretching?

Yes, there are several line spacing options in Word. For example, you can also use single spacing, 1.5-line spacing, and 3.0-line spacing. The exact spacing you use may vary depending on the type of project you need to complete, so be sure to use the formatting that best suits your project specifications.

Why do you need to double the line spacing in Word?

There can be many reasons why someone might need double the line spacing in a Word document. For example, some professionals adhere to style and formatting guidelines.

This is especially true when writing, particularly with formal documents. Many formats, such as APA and MLA, require writers to use double spacing throughout the text. Another common reason for doubling line spacing is in academic papers, as many teachers prefer students to use large spacing so they can add footnotes below the text

as needed.

You can also use double spacing to make Word documents easier to read, as the added space can create greater clarity between lines.

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