

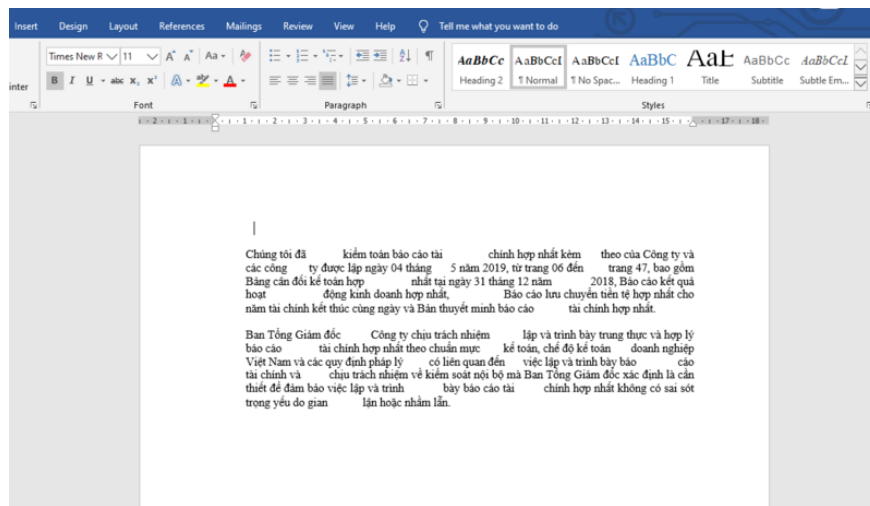
Tips to remove extra spaces between words in Microsoft Word

In the process of editing documents in Microsoft Word, there are times when you have a text with lots of extra spaces between words, which makes the text fragmented and unclear.

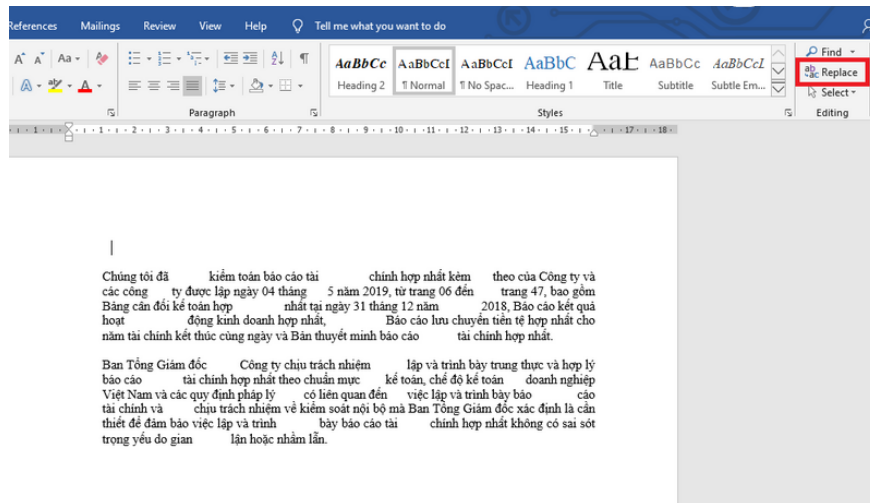
The reason may be that you have copied somewhere, or downloaded the sample text file on the internet . Please follow the following article of Accountant TipsMake to know how to fix this case quickly.

For example

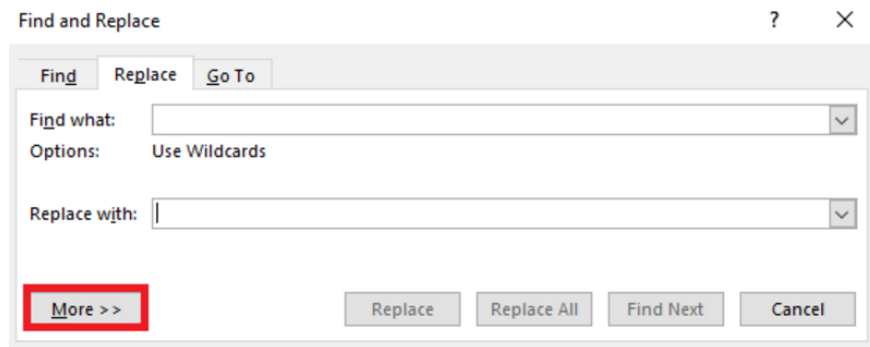
There are paragraphs of Word with lots of white space like the picture below. If deleting it manually one by one it will be very time consuming. To quickly remove these extra spaces, follow these steps.



Step 1: You choose the **Home** tab on the Ribbon. Then choose **Replace** in the **Editing** section . Or you can also use the keyboard shortcut **Ctrl + H** to quickly open the **Find and Replace** dialog box .



Step 2: At this time, the Find and Replace dialog box appears. Click on More>>.

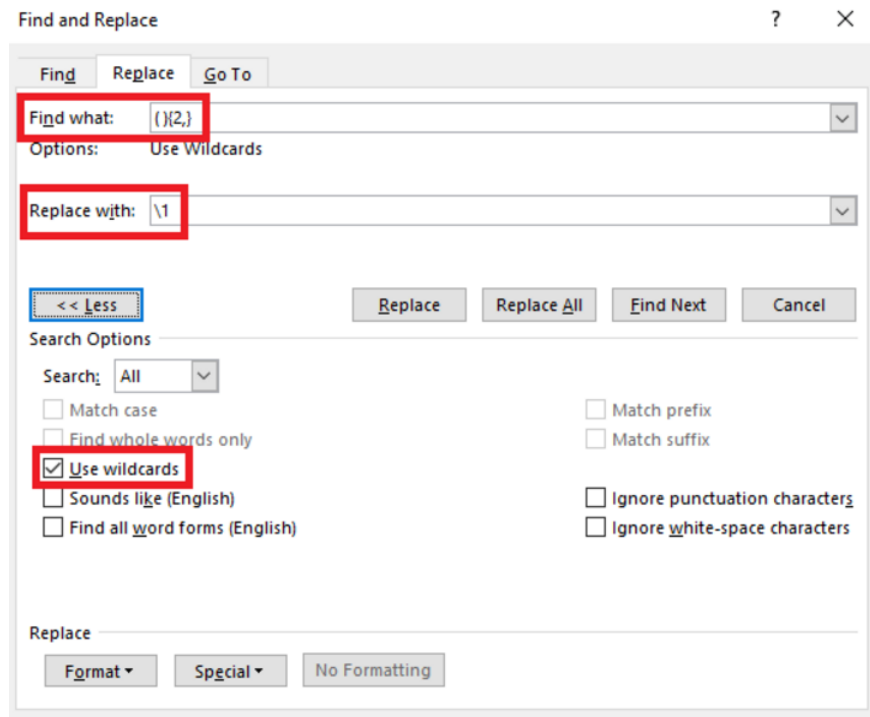


Step 3: Next, tick the box Use wildcards. Then you enter the following:

+ Find what: enter () {2,}

+ Replace with: enter 1

After the import is complete, click Replace All.



After clicking Replace All, the message will appear showing how many spaces have been removed in the text. Now click OK to finish.

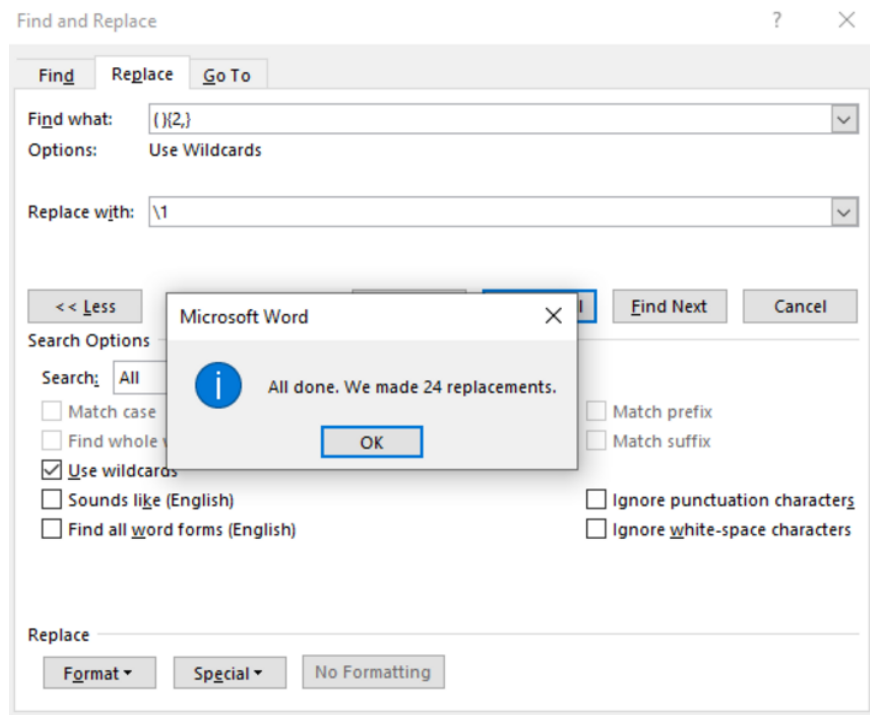
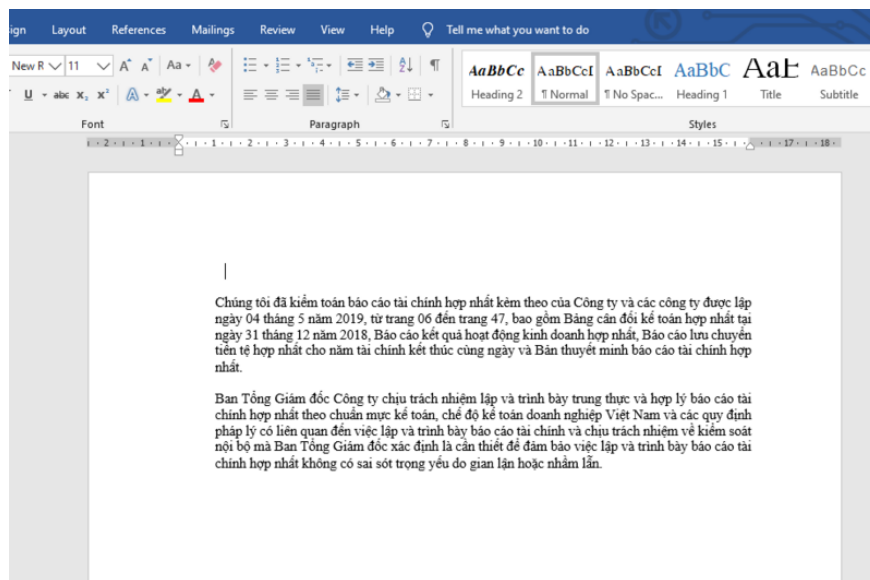


Photo 5: Tips for removing extra spaces between words in Microsoft Word

Just so, the result is that all extra space in the Word document will be quickly deleted.



You finished reading the article "**Tips to remove extra spaces between words in Microsoft Word**" 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.
