

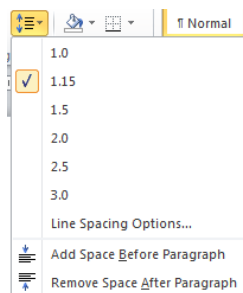
Microsoft Word 2010 & 2013 — Spacing & Tabs

An important part of creating effective documents lies in the document formatting. From line spacing to tabs this guide will help you through the process.

Line Spacing

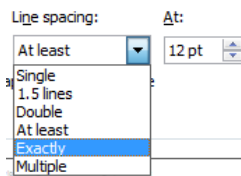
Adjusting the line spacing will affect how easily your document can be read. You can increase spacing to improve readability, or reduce it to fit more text on the page. Line spacing can be measured in **lines** or **points**.

- Highlight the text you want to format.
- Select the **Home** tab.
- From the **Paragraph** section select **Line and Paragraph Spacing** button.
- This will show line spacing options. The bigger the number the more space between each line.



For more precision you can select **Line Spacing Options** from the menu

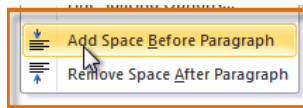
- If you select **At least** or **Exactly** the line spacing will be measured in **points**.



Paragraph Spacing

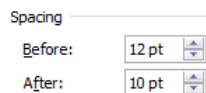
Just as you can format spacing between lines, you can also formatting spacing between paragraphs. Extra spacing between paragraphs helps to make a document easier to read.

- Highlight the text you want to format.
- Select the **Home** tab.
- From the **Paragraph** section select **Line and Paragraph Spacing** button.
- Select either **Add** or **Remove Space Before Paragraph**. This will incrementally add or remove spacing each time it is selected.



For more precision you can select **Line Spacing Options** from the menu.

- Now you can set exactly how much space you want before and after your paragraphs.





Tabs

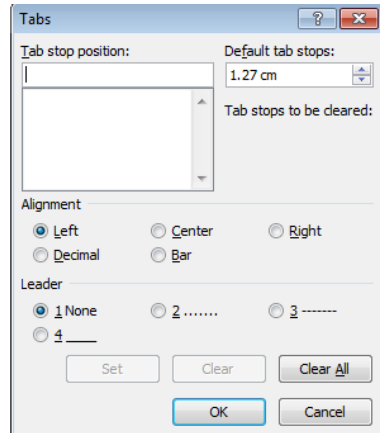
Tabs are a precise measurement for aligning vertical rows of text in a document. Tabs are automatically set every 1.27cm in a document but you can change these to suit your document.

N.B. Use tabs rather than spaces to align text properly.

To set tabs you must have your ruler displayed— (**View / Show ruler**)

Create tabs

- Select the **Home** tab.
- Click the **Paragraph dialog box launcher**. 
- The **Paragraph** dialog box is displayed.  Click the **Tabs**
- Enter the measurement of your first tab in the **Tab stop position** box. (There is no need to type cm in as this is assumed by the computer).
- Select the alignment of your tab (this will determine how the text is aligned to the tab).
- Select if you require a leader. (This will but the selected dash or dots between each tab).
- Select **Set**
- Repeat this process for any other tabs you want to set.
- Select **OK**.
- A marker will appear on your ruler indicating where your tabs have been set. (There are different markers depending on the alignment of the tab.)



Change position of tab stop

- Simply click on the tab marker on the ruler and drag to the required position.

Remove tabs

- The quickest way to remove a tab is to drag the marker down, off the ruler until it disappears.
- Alternatively open the **Tab dialog box** (see above), select the tab you want to remove and select **clear**. **Clear All** will remove all the tabs in your document.

N.B. If the text you want to tabulate is already on your document you must highlight all the text before setting the tabs.