**Paragraph spacing and other functions**

* Paragraph spacing is the distance between paragraphs. Adequate spacing between paragraph makes them easier to identify and makes finding specific information in a document much easier.
* Paragraph spacing should be set using Spacing before and Spacing after rather than pressing “enter” to create gaps between paragraphs which can be a bit sloppy.

1. Spacing before - The spacing between the first line of your paragraph and the last line of the paragraph before it.
2. Spacing after – the spacing between the last line of your paragraph and the first line of the next paragraph.

You use bullet points to wright unordered lists

You use numbering for ordered lists