

Formatting: Line and Paragraph Spacing

All classes

1

Agenda

- Paragraph vs. Line
- Line spacing
- Paragraph spacing

2

Motivation

- designing the document
- difference between a line and a paragraph
- line spacing
- paragraph spacing
- why?
 - more content / lines per page or
 - improve readability (better reading)

3

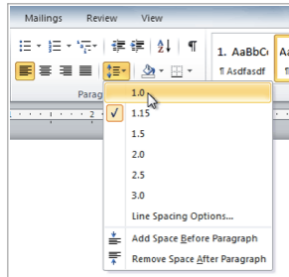
Line vs. Paragraph

- Line
 - automatic page break after each line
- Paragraph
 - manual page break where you want
 - normally use it to group different text logically

4

Line spacing

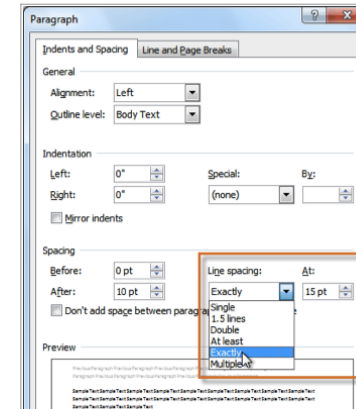
- line space = distance between two lines
- select text to be formatted
 - Home -> Paragraph -> line and paragraph spacing
 - select from drop-down menu



5

Line spacing

- Line spacing options
 - even more precise spacing



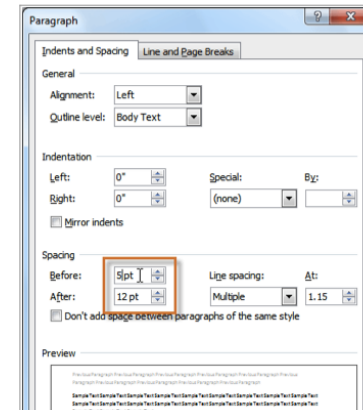
Paragraph spacing

- Home -> Line and paragraph spacing
 - Add space before paragraph
 - Remove Space after paragraph

7

Paragraph spacing

- Line spacing options
 - even more precise spacing



Exercises

- Write 4 paragraphs
- increase the distance between each paragraphs
- reduce the distance between the lines of each paragraph