



# Charis Alexandra Training Ltd

## Line Spacing.

By default word uses what is known as single-spaced line spacing.

It is possible to modify the line spacing so that you can add space above or below certain paragraphs.

1. **Select** the text that you wish to modify.

2. **Select** the **Home** tab → **Line Spacing**

3. **Click** the **Line Spacing** button.

**Select** the required settings.

Note: If you wish to specify your own line spacing option select the **Line Spacing Option** from the list.

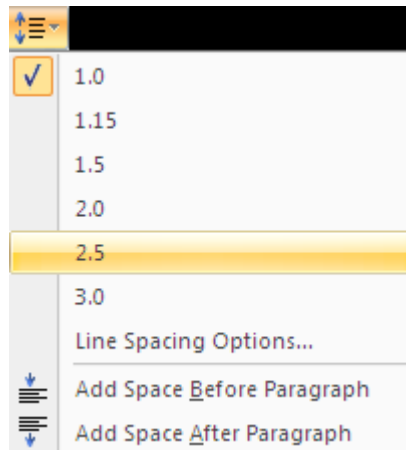
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DOCUMENT TITLE: ABC COMPANY

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ABC COMPANY TRAINING CENTRES LTD

ABC COMPANY were founded in 1981, and has successfully expanded its operations over the last 20 years to become one of the major independent providers of quality training services in the field of Information Technology and Personal Development Skills.





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**Preview:** 2.5 and Single-Spaced Line spacing

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DOCUMENT TITLE: ABC COMPANY

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2.5 Line Spacing

ABC COMPANY TRAINING CENTRES LTD

ABC COMPANY were founded in 1981, and has successfully expanded its operations over the last 20 years to become one of the major independent providers of quality training services in the field of Information Technology and Personal Development Skills.

Single-Spaced Line

It is widely recognised that people are the most important asset to any organisation and we believe that effective training provides a powerful advantage for every individual to achieve their full potential in the workplace.