ProductivI.T.y – For Internal Use Only

WHAT's New?

Change Paragraph Spacing using Keyboard Shortcuts

Save tons of your time in changing your paragraph spacing without leaving your keyboard.

Fast-acting keyboard shortcuts (with Ctrl key) will do.

Read below to know more...

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**
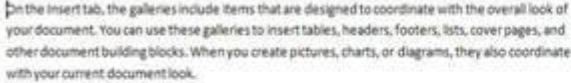
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Quickly Format a Paragraph Spacing (MS Word 2003/2007)

Place the insertion point in the paragraph that you want to format and then choose on the following shortcuts (depending on the line space formatting you want to apply):

KEY COMBINATION	ACTION
[Ctrl] [1]	**For Single spacing**
[Ctrl] [2]	**For Double spacing**
[Ctrl] [5]	**To achieve the setting in between (For 1.5 spacing)**

To format multiple paragraphs, simply select the paragraphs and press the appropriate shortcut keys.