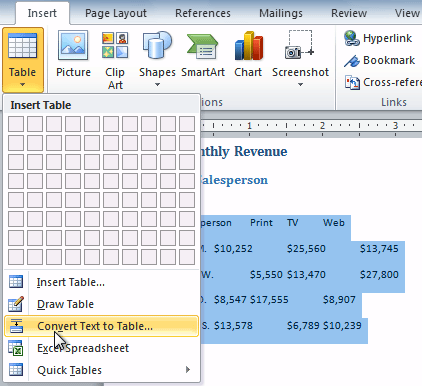
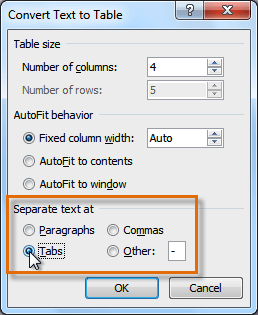
**Tips and Tricks in Working With Tables, Line and Paragraph Spacing in Microsoft Word**

**To convert existing text to a table:**

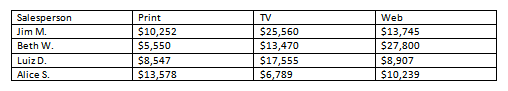
1. Select the text you wish to convert.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Select **Convert Text to Table** from the menu. A dialog box will appear.



1. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.

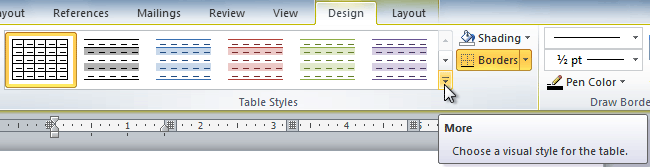


1. Click **OK**. The text appears in a table.

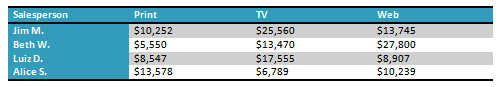


**To apply a table style:**

1. Click anywhere on the table. The **Design** tab will appear on the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.



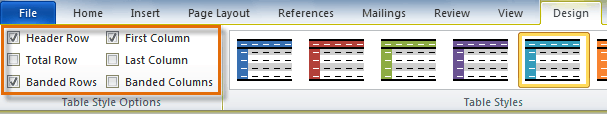
1. Hover the mouse over the various styles to see a live preview.
2. Select the desired style. The table style will appear in the document.



To change the table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table. The **Design** tab will appear.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.



Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to **experiment** to get the exact look you want.

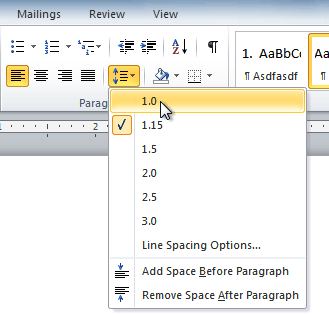
**About line spacing**

Line spacing can either be measured in **lines** or **points**. For example, when text is **double-spaced**, the line spacing is **two lines** high. On the other hand, you might set **12-point** text with something like **15-point** spacing, which gives enough height for the text plus a little extra space. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability.

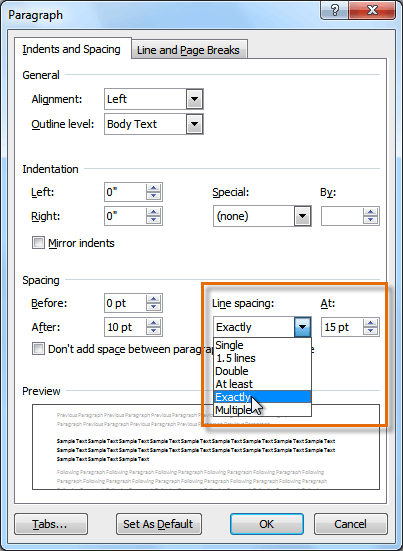
Line spacing is also known as **leading** (pronounced to rhyme with "wedding").

**To format line spacing:**

1. **Select** the text you want to format.
2. Click the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.
3. Select the desired spacing option from the drop-down menu.



1. From the drop-down menu, you can also select **Line Spacing Options** to open the **Paragraph** dialog box. From here, you can adjust the line spacing with even more precision.



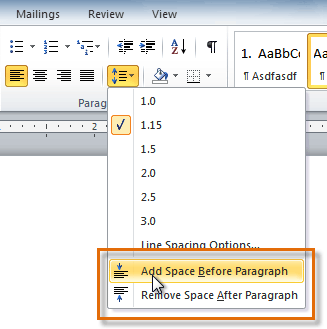
If you select **At least** or **Exactly** in the Paragraph dialog box, the line spacing will be measured in **points**. Otherwise, it will be measured in **lines**.

**Paragraph spacing**

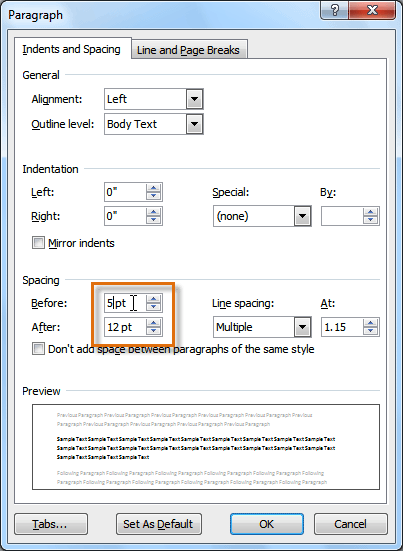
Just as you can format spacing between lines in your document, you can choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs helps to make a document easier to read.

#### To format paragraph spacing

1. Click the **Line and Paragraph Spacing** command on the Home tab.
2. Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.



1. From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control exactly how much space there is **before** and **after** the paragraph.



You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents.