


REMINDER: Emailed to a group account. Do NOT reply using the email group account.

Productivl.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: Productivl.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



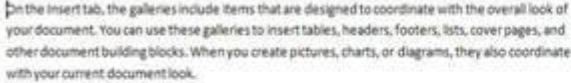
[Missed an issue? Click here to visit the Productivl.T.y section in MyLink for back issues.](#)

<Back Next>

OK Cancel

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  On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.
[Ctrl] [2]	For Double spacing  On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.
[Ctrl] [5]	To achieve the setting in between (For 1.5 spacing)  On the insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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