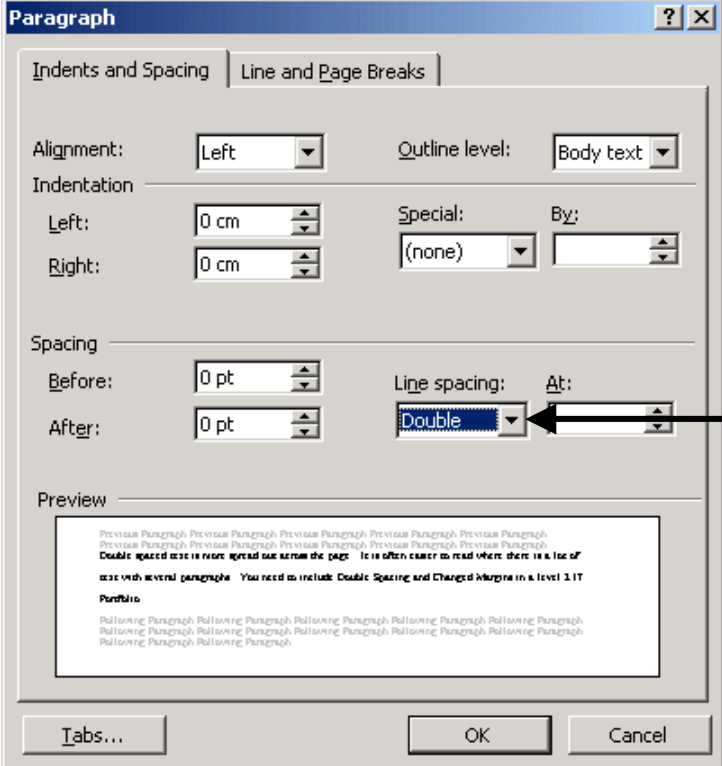


Double Spacing

Double spaced text is more spread out across the page. It is often easier to read where there is a lot of text with several paragraphs. You need to include Double Spacing and Changed Margins in a level 2 IT Portfolio.



The image shows a screenshot of the Microsoft Word 'Paragraph' dialog box. The 'Line and Page Breaks' tab is selected. The 'Line spacing' dropdown menu is set to 'Double'. An arrow points to the dropdown arrow of the 'Line spacing' menu. The 'Preview' section shows a sample of double-spaced text.

Annotations on the right side of the dialog box:

- Highlight the text to be double spaced
- Click on Format Paragraph
- Click on the arrow under 'Line Spacing'
- Click on 'Double'
- Then click on OK.

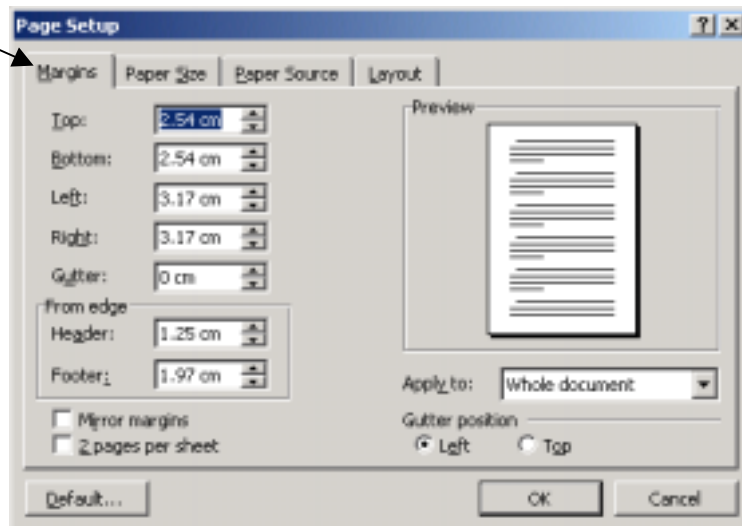
In your CV and later Portfolio documents try changing some sections to Double Spacing. The Profile section of the CV would be a good paragraph to change. See if there is anywhere else you could use this format.

Change Margins and Orientation

You would change your margins in Word if you wanted to try getting more or less text on the page. Smaller margins would give you more room for your text, larger margins give you a smaller work area.

The Margins Tab is usually the first one showing.

Try altering the size of the margins either by clicking on the arrows up or down, or, by highlighting across the current setting and typing in a new one.



The Paper Size Tab is the one to use if you would like your document to be in Landscape format instead of the usual Portrait.

