Creating Equations with Microsoft Word

To insert an equation in a Word (2007, 2010 and 2013) document, click on the "Insert" menu/tab to see the "Insert" ribbon. In the "Symbols" section, choose "Equation". You can also press "Alt+=" on your keyboard.

You will now see Equation Tools | Design Ribbon. There are three main sections; Structures, Symbols and Tools.

**Structures**

The "Structures" section contains the formatting tools you will use to create equations. Each section contains 'structures' which are like a template with one or more symbols, and one or more placeholders for you to place your mathematical content into.

**Exercise**

Enter the equation: \[ x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \]

**Method 1: "Cheating"**

Click on the Equation button, and you will find that the quadratic formula is available as a Building Block in the Equation Gallery. You can save your own equations to the Equation Gallery so that you will only have to typeset them once.

**Method 2: Standard**

Start the equation editor (Insert | Symbols | Equation or ALT+=) and:
1. Type ",x=" from the keyboard
2. Choose a fraction from Structures | Fraction
3. Click on the numerator, type -b from the keyboard
4. Select "plus or minus" from the Symbols ribbon
5. Select a radical from Structures | Radical
6. Click in the placeholder
7. Type b from the keyboard
8. Select "b"
9. Select a superscript from the Script palette
10. Select the superscript, Type "2" from the keyboard
11. Press the right arrow to come down a level, and type ",-4ac"
12. Click the denominator (or press the right arrow twice)

Type 2a

**Method 3: Keyboard entry**

Tip: You can use extra brackets to show Word how to interpret what you type.

Type ",x=-(b+\sqrt(b^2-4ac))/2a"

Notice:
1. When you type the second "," Word replaces + with the plus or minus symbol. You could also type \pm.
2. When you type the second "," Word replace \sqrt with the square root symbol.
3. When you type ",-4ac" Word turns ",^2" into a superscript.
4. When you type the SECOND "," Word expands the square root.
5. Word automatically hides redundant parentheses, we entered these to show Word how to format the equation.
6. Word puts ",2a" in the denominator even though this is ambiguous the way we typed it

Good Luck:)

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