

How to Use the Equation Editor In MicroSoft Word

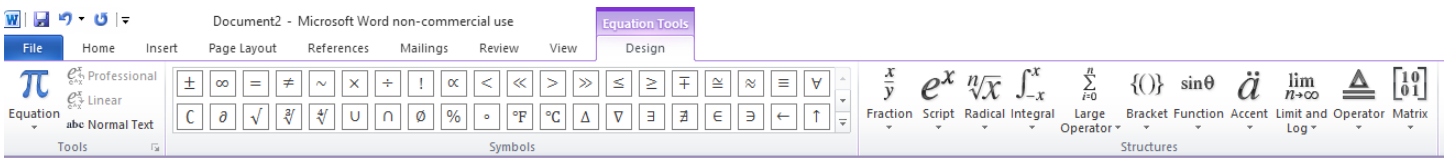
Follow the instructions to create the Equation: $A = \sqrt{\frac{D^2}{(C_2 - C_1)}}$

Open the Equation Editor:

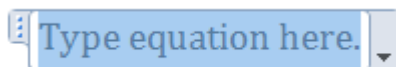
Click the **Insert** tab, and then click on **Equation** with the π symbol above it (far right)



This will open up the options available in the Equation Editor shown below and.....

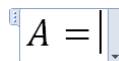


..... and the box where the equation will be entered.



Start Typing the Equation

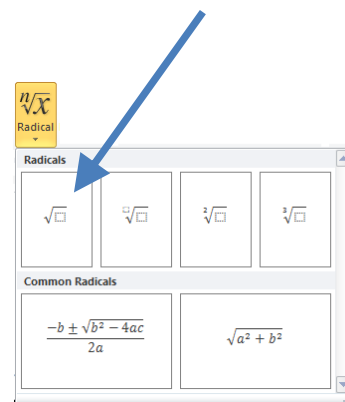
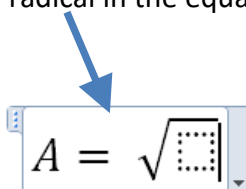
* Type "A = ", the following should appear:



ADD THE RADICAL

* Now start the radical sign by choosing it from the menu:

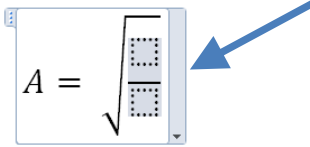
This gives the radical in the equation as shown.



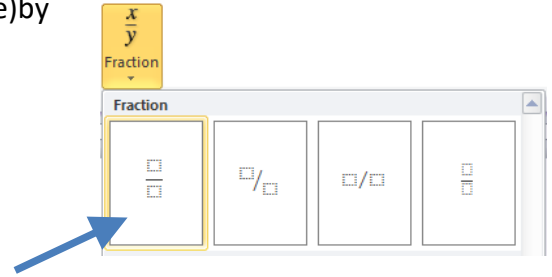
ADD THE FRACTION INSIDE THE RADICAL

* Click on the dotted square and then enter the ratio (Fraction Line) by choosing it from the menu.

This gives the fraction line inside the Radical



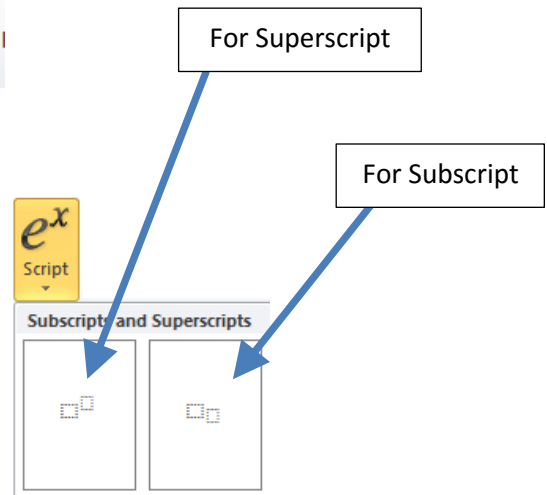
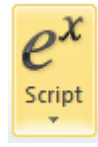
The image shows a software interface for editing an equation. On the left, the equation $A = \sqrt{\frac{\square}{\square}}$ is displayed. A blue arrow points from the fraction line inside the radical to the right, towards the 'Fraction' menu.



ADD THE SQUARED VALUE IN NUMERATOR

* Click on the Accent option in the Equation Editor:

* Choose the option for a Superscript



FROM HERE YOU SHOULD HAVE ENOUGH EXPERIENCE TO COMPLETE THERE REST ON YOUR OWN.

This will take some practice; the more you use this the better you will be at using this.

Good Luck, this is a valuable skill that may one day set you apart for those that have not had this experience.