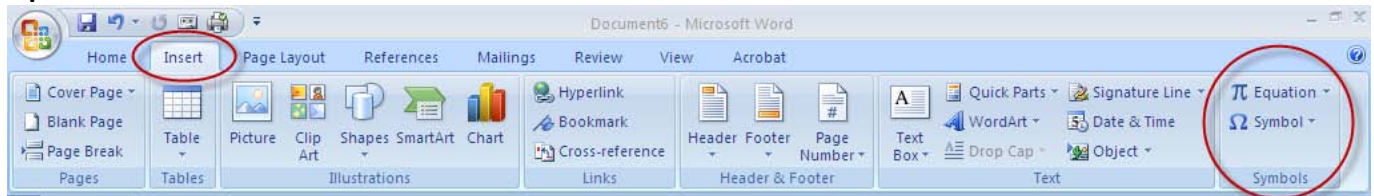


AT Quick Guide

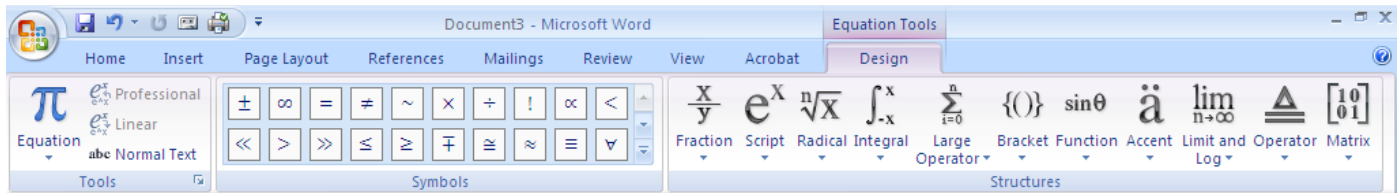
Writing Equations in MS Word 07

Write an equation

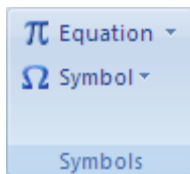
On the **Insert** tab, in the **Symbols** group, click the arrow under **Equation**, and then click **Insert New Equation**.



You will then use the keyboard and the equation “Design” tab to compose your equation.



Insert a frequently used or preformatted equation

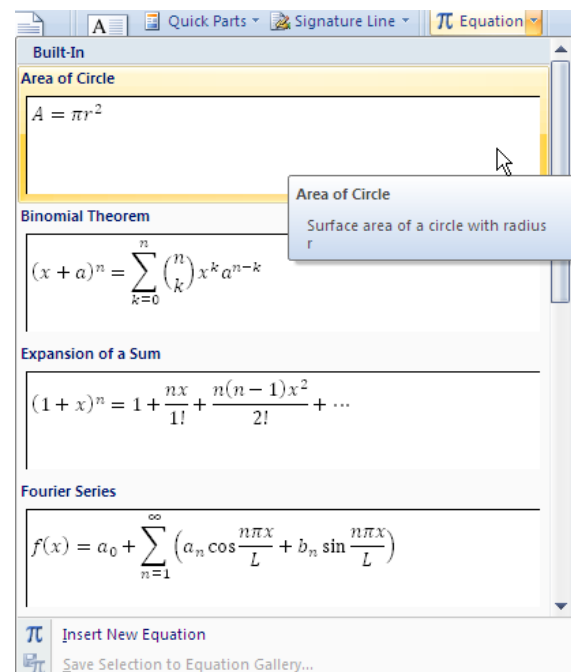


On the **Insert** tab, in the **Symbols** group, click the arrow next to **Equations**, and then click the equation that you want.

Select the equation that you want to add.

If the structure contains placeholders, click in the placeholders and type the numbers or symbols that you want. Equation placeholders are small, dotted

boxes in an equation $\frac{\square}{2}$.



* Adapted from MS Word 07 Help Menu