



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

MS Office 2007- Word FAQs

Topic: Adding Math Equations in Word

Question:

How do I create equations in Word?


Answer:

1. Select the **Insert** tab then in the **Symbols group**, click the down arrow under **Equation**
2. Select a **predefined equation** from the list or choose **Insert New Equation**
3. In the *Equation* mode, the *Equation Tools* tab is visible above the ribbon.
4. This ribbon view shows the following groups: **Tools**, **Symbols** and **Structures** groups
5. Create a new equation or edit the pre-defined equation in the equation box
6. To save the equation; select the equation and click the down arrow next to the equation box; select **Save as New Equation**

Question:

How do I create a shortcut for Equation editor?

Answer:

1. To place the **Equation** editor on the **Quick Access Toolbar**, select **Insert**, **Symbols** group and *right-click* the **Equation Symbol**. From the drop-down menu items
2. Select **"Add to Quick Access Toolbar"** 
3. To remove the item from the **Quick Access Toolbar**, position the cursor over the item; right-click; select **"Remove from Quick Access Toolbar"**

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu