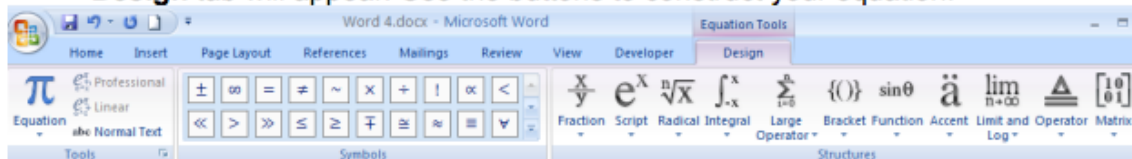
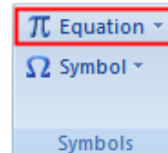


Equation Editor

Sometimes, when typing a document, you need to display a math equation. Fractions can be especially difficult unless you type them as such: 1/2. Word automatically converts the above fraction to this: ½. But what if the fraction or equation is more complex? The Equation Editor can help.

To insert a math equation:

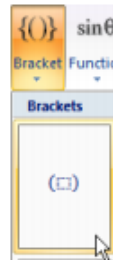
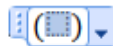
- Click on the **Insert** tab.
- Click on the **Equation** button. If you click on the down arrow to the right of the button you will get a list of ready-made equations to choose from. If you would prefer to construct your own equation, click on the button without the down arrow.
- A box will appear where your blinking cursor was and the **Equation Tools Design** tab will appear. Use the buttons to construct your equation.



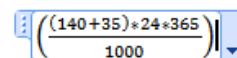
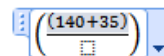
- The fraction button will insert a fraction into your equation area. Click in the appropriate box (numerator or denominator) to type your items. The same goes for each button.

- Construct this equation:
$$\left(\frac{(140+35)+24+365}{1000} * \$0.14 \right)$$

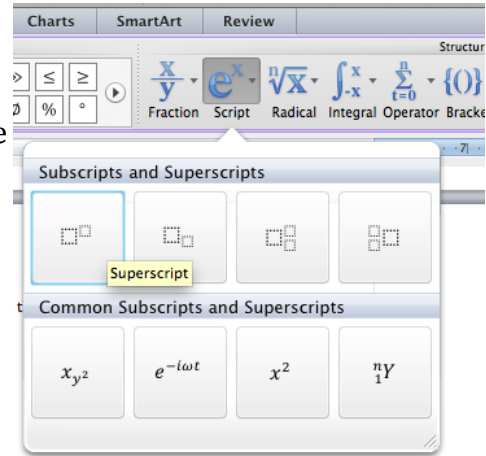
- Remember to click on the **Insert** tab and then on the **Equation** button to insert an equation field.
- Click on the **Bracket** button and choose the first item.
- Click inside of the dotted box so that it turns blue.



- Then click on the **Fraction** button and choose the first item in the list.
- Click inside of the top box of the fraction (numerator) so that it turns blue.
- Click on the **Bracket** button again and choose the same item as before.
- Click inside of the top box again so that it turns blue.
- Now start typing your first set of information: **140+35**
- Hit the right arrow key on the keyboard so that your blinking cursor moves to the other side of the brackets.
- Type the rest of your numerator: ***24*365**
- Click in the lower box (denominator) and type: **1000**
- Either hit the right arrow key one more time or click to the left of the large, right bracket, making sure you are still inside of the brackets.
- Type the rest of your equation: *** \$0.14**
- You are finished!
$$\left(\frac{(140+35)+24+365}{1000} * \$0.14 \right)$$



To enter an exponent, click on the script button and choose the left-most box as highlighted in the picture on the right. Insert the proper information into each box.



1

✓ For practice, construct this equation: $\left(\frac{\sqrt{18+5^8+3}}{57/34}\right) + 56$

NOTE: In order to input text, you must exit equation editor to type.

DIRECTIONS: Complete the following problems using equation editor and ***hand in a printout of the completed problems.*** You are not solving these problems, but rather typing in exactly what you see into equation editor.

1) $17 + 22 = 39$

6) $\frac{1}{2}(-10k + 24)$

2) $\frac{1}{2}(-2)^2 + (12 \div 4)$

7) $\frac{-6}{v} - 12$

3) $\frac{15-3^2}{2(24-27)}$

8) $6^2 \div 2 - (3 \times 7)$

4) $v^2z + 21vz^2 - 7v^2 - 11vz^2$

9) $6 - \frac{1}{2}3^2 + (4 \div -4)$

5) Type this before the equation $\frac{-3x+12}{y^4}$

10) $-3v - \frac{z}{10}$