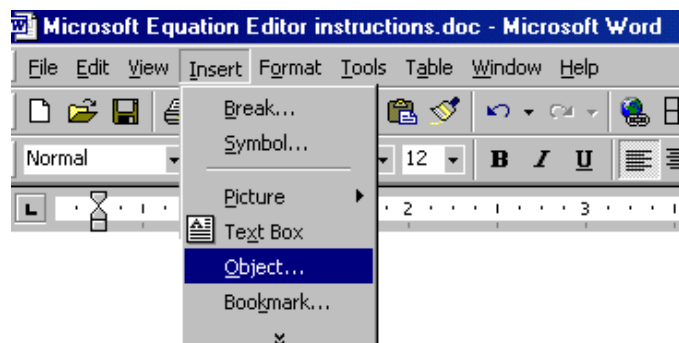


Microsoft Equation Editor 3.0

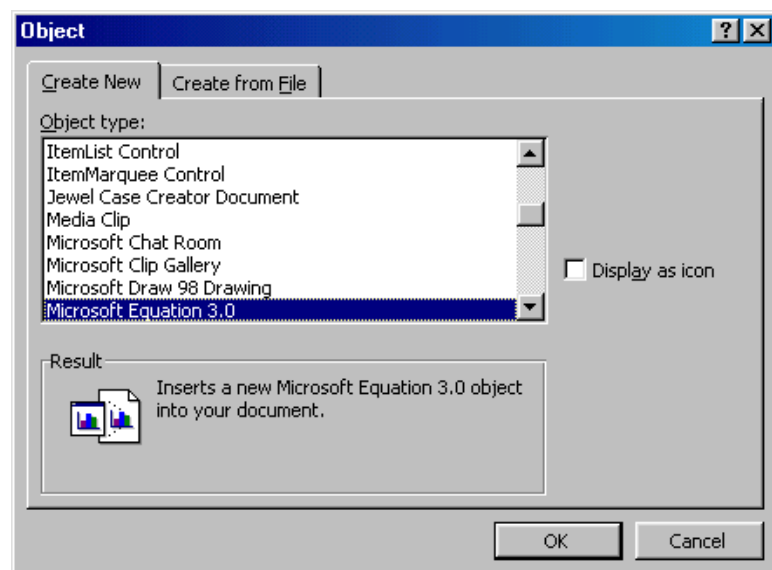
Inserting an Equation Text Box

1. Click where you want to insert the equation. If you are preparing a worksheet or test, inserting your equations into a table will help keep your document neat.

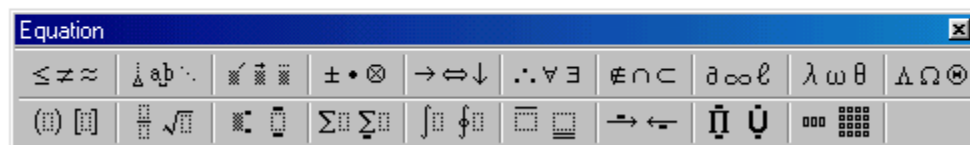


2. Click on **Insert-Object**.

3. If the *Create New* tab is not on top, click on it. Then, select **Microsoft Equation 3.0**, then click **OK**.



4. The *Equation Toolbar* and an *Equation Text Box* (not an official name) should now appear.

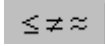


(If you would like to have the Equation Editor as a button on your toolbar, right-click on any toolbar and select **Customize**. In the *Customize Dialog Box*, click the **Commands** tab and choose *Insert* on the Categories list. Find the Equation Editor icon and then drag it to a toolbar.)

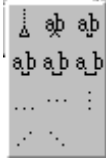
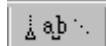
Using the Equation Toolbar

single-click on a button to see a menu

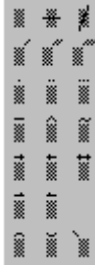
Relational Symbols



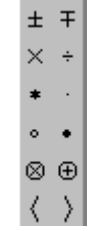
Spaces and Ellipses



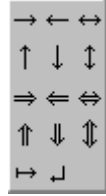
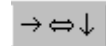
Embellishments



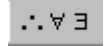
Operator Symbols



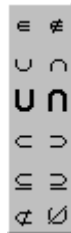
Arrow Symbols



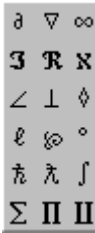
Logical Symbols



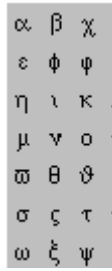
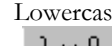
Set Theory Symbols



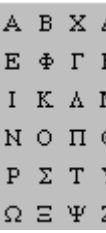
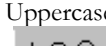
Miscellaneous Symbols



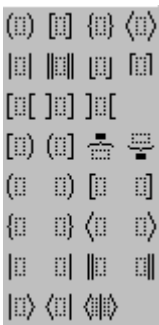
Greek Characters



Greek Characters



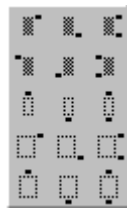
Fence Templates



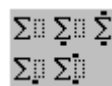
Fraction and Radical Templates



Subscript and Superscript Templates



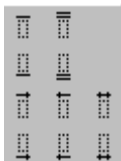
Summation Templates



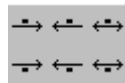
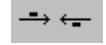
Integral Templates



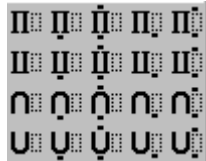
Underbar and Overbar Templates



Labeled Arrow Templates



Products and Set Theory Templates



Matrix Templates



Creating an Equation

To create an equation, you must first insert an Equation Text Box by clicking on **Insert-Object-Microsoft Equation 3.0**, then click **OK**. Then...

$1 + 2 =$

1. Enter "1 + 2" using the keyboard. You can either use the numbers/symbols from the main keyboard or you can use the number pad.
2. Click outside the Equation Tool Box to close the Equation Editor.

$$\begin{array}{r} 1 \\ + 2 \\ \hline \end{array}$$

1. Click on **Underbar and Overbar Templates**.
2. Select the single-line overbar template (second row, first column).
3. Press 1, then hit the **Enter** key.
4. Press +2, then hit the **Enter** key.
5. Click on **Format** (on menu bar going across the top of the window) and select **Align at**

$5 - 3 =$

1. Enter "5-3=" using the keyboard.
2. Click outside the Equation Tool Box to close the Equation Editor.

$$\begin{array}{r} 5 \\ - 3 \\ \hline \end{array}$$

1. Click on **Underbar and Overbar Templates**.
2. Select the single-line overbar template.
3. Press 5, then hit the **Enter** key.
4. Press -3, then hit the **Enter** key.
5. Click on **Format** and select **Align at** .

$8 \times 8 =$

1. Enter 8 using the keyboard.
2. Click on **Operator Symbols** and select X.
3. Enter "8=" using the keyboard.

$$\begin{array}{r} 8 \\ \times 8 \\ \hline \end{array}$$

1. Click on **Underbar and Overbar Templates**.
2. Select the single-line overbar template.
3. Enter 8 using the keyboard.
4. Click on **Operator Symbols** and select X.
5. Enter 8 using the keyboard.
6. Click on **Format** and select **Align at** .

$10 \div 5 =$

1. Enter 10 using the keyboard.
2. Click on **Operator Symbols** and select \div .
3. Enter 5= using the keyboard.
4. Click on **Format** and select **Align at** .

$5 \overline{)10}$

1. Click on **Fraction and Radical Templates** and select $\overline{)}$.
2. Use the arrow keys on the keyboard to position the cursor and enter the 5 and 10 using the keyboard.

$$\frac{10}{5}$$

1. Click on **Fraction and Radical Templates** and select $\frac{\square}{\square}$.
2. Use the arrow keys on the keyboard to position the cursor and enter the 10 and 4 using the keyboard.

$$5\frac{2}{5} + 7\frac{6}{10} =$$

1. Enter 5 using the keyboard.
2. Click on **Fraction and Radical Templates** and select $\frac{\square}{\square}$.
3. Use the arrow keys on the keyboard to position the cursor and enter the 2 and 5 using the keyboard.
4. Use the arrow key to position the cursor to the right of the fraction and enter + and 7 using the keyboard.
5. Click on **Fraction and Radical Templates** and select $\frac{\square}{\square}$.
6. Use the arrow keys on the keyboard to position the cursor and enter 6 and ten using the keyboard.
7. Use the arrow key to position the cursor to the right of the fraction and enter = using the keyboard.

$$\begin{array}{r} 5\frac{4}{10} \\ + 5\frac{5}{10} \\ \hline \end{array}$$

1. Click on **Underbar and Overbar Templates**.
2. Select the single-line overbar template.
3. Enter 5 using the keyboard.
4. Click on **Fraction and Radical Templates** and select $\frac{\square}{\square}$.
5. Use the arrow keys to position the cursor to enter the 4 and 10 using the keyboard.
6. Use the arrow key to position the cursor to the right of the fraction and press the enter key.
7. Enter + 5 using the keyboard.
8. Click on **Fraction and Radical Templates** and select $\frac{\square}{\square}$.
9. Use the arrow keys to position the cursor to enter the 5 and 10 using the keyboard.
10. Click on **Format** and select **Align at .**

$$10 \rangle 5$$

1. Enter 10 using the keyboard.
2. Click on **Operator Symbols** and select the greater than sign.
3. Enter 5 using the keyboard.

$$\begin{array}{r} \$1.50 \\ + .75 \\ \hline \end{array}$$

1. Click on **Underbar and Overbar Templates**.
2. Select the single-line overbar template.
3. Enter \$1.50 using the keyboard.
4. Press enter.
5. Enter + .75 using the keyboard.
6. Click on **Format** and select **Align at .**

Sample Equations

Relational Symbols	$\propto \cong \neq$
Spaces and Ellipses	$area\ of\ triangle = \frac{1}{2}base \times height$
Embellishments	df'
Operator Symbols	$\times \div$
Arrow Symbols	$2H_2 + O_2 \rightarrow 2H_2O$
Logical Symbols	\therefore
Set Theory Symbols	$\{1,2,3\} \cup \{4,5,6\}$
Miscellaneous Symbols	$\angle abc$
Greek Characters, Lower and Upper Case	$\alpha \beta \lambda \text{ A } \Omega$
Fence Templates	$ -123 $
Fraction and Radical Templates	$ 2\sqrt[3]{7} $
Subscript and Superscript Templates	${}_1^2H$
Summation Templates	$\sum_1^{\infty} 3x + 2$
Integral Templates	$\int_1^{\infty} 3(x+3)^3$
Underbar and Overbar Templates	$\underline{5}$ $\overline{+3}$
Labeled Arrow Templates	\xrightarrow{ABC}
Products and Set Theory Templates	$\cap 1,2,3$
Matrix Templates	$A \ B$ $D \ C$