


Equations in Microsoft Word 2016

This is an example of how to place equations in Microsoft Word documents. The following example shows the steps involved in placing the equation shown below into your document.

Build the following formula: $y = \sqrt{\frac{3}{16} - c^2} - k$

Note: When you open a document that contains an equation that was written in a previous version of Word, you cannot use the built-in support for writing and changing equations unless you convert your document to Office Word 2016. To convert your document, do the following: Click the **File Button** , and select the **Info** tab. From there, just click on **Convert** if available. Otherwise, the document is most likely already the newest version.

1. Start Word 2016 and open a document to work in. Position the cursor at the point where you want the equation to be inserted.
2. To bring up the Equation Editor, On the **Insert** tab, in the **Symbols** group, click the arrow next to **Equation**, and then click **Insert New Equation**. This will bring up the equation editor toolbar and will place an edit box at the insertion point in the document. Note that the menu at the top of the screen has changed. Entries in this menu now pertain to the Equation Editor.

Note: Clicking anywhere outside of the edit box twice will cause the equation toolbar to go away and return you to normal editing mode with an equation object inserted in the document. Clicking on the equation object and then clicking on the **Equation tools** tab brings up the Equation Editor again.

3. Type **y=** in the edit box. Do not type spaces between characters. Equation Editor will take care of this.
4. To enter the square root symbol, click on the button that says radical in the **Equation Editor** toolbar, then select the square root symbol by clicking on it.
5. Next click on the button that says fraction in the equation editor toolbar and click on the fraction that you need. To enter the numerator click on the top box, and type **3**. To enter the denominator click on the bottom box and type **16**.
6. Press the arrow key to move to the insertion point into the next position. Click on the button that says **Script** in the equation editor toolbar and click on the superscript that you need (or just type **^2** space). Now type in a **-c** in the first box and in the second box type in a **2**.
7. To complete the equation, press the arrow key to move to the next insert position and type **-k**.
8. Double-click anywhere outside of the equation edit box to dismiss the equation toolbar. The equation object will be embedded in the document. You can click on the equation to edit it again.