

Microsoft Equation Editor

Found in Word 2003 and PowerPoint 2003

Adding the Equation Editor Toolbar

Most of the time the Equation Editor isn't available in the standard install of Microsoft Office 2003 and you will need to add it to your toolbar.

1. Open up the Office 2003 application (Word or PowerPoint).
2. Select the **View** menu button.
3. Click on **Toolbars > Customize**.
4. Select the Toolbars tab and click on **New**.
5. Type in a name for your new toolbar and click **Ok**.
6. You will notice a small toolbar appear on your screen.
7. Click on the **Commands** tab on the Customize Menu.
8. Under Categories click **Insert**.
9. Under Commands scroll down until you see the Equation Editor.
10. Click and drag the **Equation Editor** to your new Toolbar.
11. Click **Close** on the Customize Menu.
12. Now you can drag your new toolbar up to you toolbar menu so it will appear every time you open Word or PowerPoint.

Summary

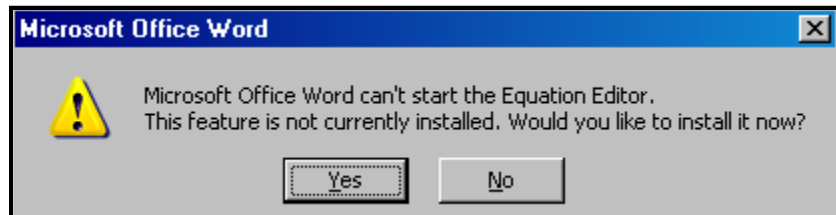
Equation Editor

1. Adding the Toolbar
2. Insert an Equation
3. Parts of the Toolbar
4. Create an Equation

Figure 1



The first time you click on the Equation editor you will get the message in **Figure 1**. Click **Yes** to install the Equation Editor feature.



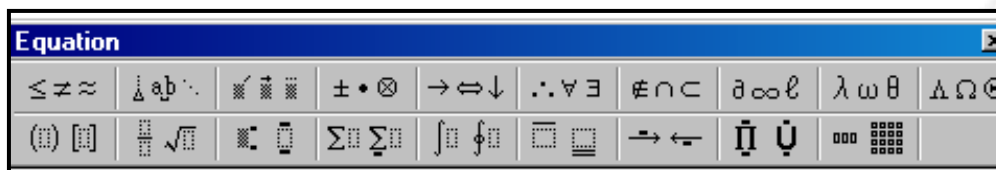
Insert an Equation

Double click on the equation editor to begin using it. A new window will appear as a work area and the equation editor toolbar will appear (**Figure 2**).

Build the equation by selecting symbols from the toolbar and by typing variables and numbers.

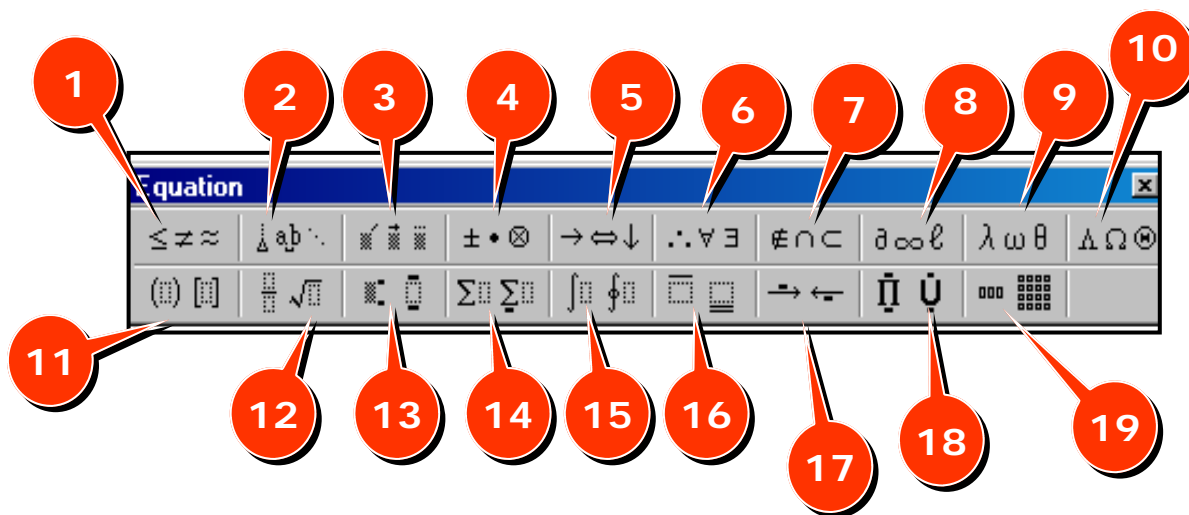
From the top row of the **Equation** toolbar, you can choose from more than 150 mathematical symbols. From the bottom row, you can choose from a variety of templates or frameworks that contain symbols such as fractions, integrals, and summations.

Figure 2



Parts of the Equation Editor Toolbar:

Figure 3



1. Relational Symbols
2. Spaces and Ellipses
3. Embellishments
4. Operator Symbols
5. Arrow Symbols
6. Logical Symbols
7. Set Theory Symbols
8. Miscellaneous Symbols
9. Greek Characters (lowercase)
10. Greek Characters (uppercase)
11. Fence Templates
12. Fraction and Radical Templates
13. Subscript and Supersubscript Templates
14. Summation Templates
15. Integral Templates
16. Underbar and Overbar Templates
17. Labeled Arrow Templates
18. Products and Set Theory Templates
19. Matrix Templates

Writing an Equation

In the Equation Editor workspace you get an equation box where you can either use your keyboard or the equation editor toolbar to make your equation. In **Figure 3** the fraction template was used to write the equation (**Figure 3, 1**). When you are finished with the equation click anywhere outside of the text box to return to the original document where the equation will appear. The equation is an image and can be enlarged by pulling the handles (**Figure 3, 2**).

If you need help, click **Equation Editor Help Topics** on the **Help** menu (**Figure 3, 3**).

Figure 3

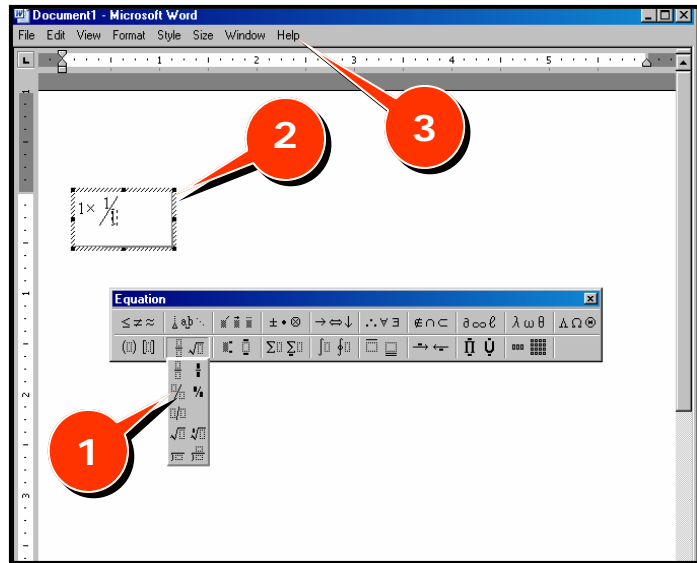


Figure 4

$$\sigma = A_{rms} = \left[\frac{1}{N-1} \sum_{n=1}^N (A_n - A_{ave})^2 \right]^{1/2}$$

Create an Equation

To compose the equation in Figure 4 follow the steps below:

1. In the blank equation box begin entering the equation. To type the sigma symbol, go to the lowercase Greek letter template on the toolbar (**Figure 3, 9**). Select the sigma and it will appear in the equation box.
2. From your keyboard type an equal sign followed by 'A'. To get the subscript, choose the sub- and superscript template (**Figure 3, 13**). Select the subscript option (Top row middle). This will create a small cursor box in the subscript position of the A. Type "rms". To exit the subscript cursor hit the right arrow on your keyboard. Then type another equal sign.
3. To create the large bracket, use the bracket template (**Figure 3, 11**). Choose the large square brackets (top row, second from the left). This will create both the left and right brackets with a cursor between them.
4. To inset the fraction use the fraction template (**Figure 3, 12**). Select the first option in the first row of this menu. A fraction bar with cursor boxes in the numerator and denominator will appear. Click on the box in the numerator and type "1". Then click on the box in the denominator and type "N-1". To exit the fraction use the right arrow, or click your cursor to the right of the fraction but inside the right bracket.
5. To enter the summation sign, use the summation template (**Figure 3, 14**). Choose the last option in the top row to create a capital sigma with cursor boxes both above and below. Click on the bottom box and type "n=1", then click on the top box and type "N". Click on the cursor box to the right of the summation sign and enter
6. Finally, exit the bracket by using the right arrow or by click in to the right of the bracket. Use the superscript template and enter '1/2'.

$$(A_n - A_{ave})^2$$



To Edit the equation double click on the equation to bring it back into the equation workspace.