

### **General instructions on using the Equation Editor in Word**

1. Open a Word document and use as you normally do.
2. When you wish to insert an equation, choose Insert – Object – Microsoft Equation 3.0. The Equation Editor toolbar appears along with an editing box for the equation with an empty “cell”. Also note that the menu options that appear on the opened toolbar. They refer to options specifically for the equation box.
3. Click on the appropriate tool buttons and enter numbers and text as needed to create the desired mathematics. It is really best learned by practice and experimentation.
4. Once you have completed the mathematics click anywhere “off” the equation box to finish editing. You can then control the layout (positioning of the equation by right clicking and Format Object).
5. You may re-edit an equation box anytime by just double-clicking on it. A second way to re-edit an equation is to right-click on it and then choose Equation Object – Open.
6. Note: If you convert your document to HTML (Choose File -- Save as HTML) each equation will be converted to a gif file inserted within your converted document.

For practice create the equations below and email (type your name in the Word document and also in the body of your email)

---

1.  $\int_1^2 \frac{1}{(x-1)^2} dx$

2.  $\int_0^{\infty} e^{-x} dx$

3.  $\sum_{n=1}^{\infty} \frac{3}{\sqrt{n-2}}$

4.  $\lim_{n \rightarrow \infty} \frac{1}{n(n^2 + 1)} = 0$

5.  $\begin{pmatrix} 1 & 4 & 11 & 7 \\ 0 & 1 & 3 & -1 \\ 0 & -2 & -5 & -5 \end{pmatrix}$

6. The equation  $(x - 2)^2 + (y + 3)^2 = 9$  represents a circle centered at (2, 3) with radius 9.

7.  $\int_0^{2\pi} \sqrt{(1 + \cos \theta)^2 + (1 - \sin \theta)^2} d\theta$