

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 at the top of the window change. They now 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.
4. Once you have completed the mathematics click anywhere “off” the equation box to finish editing.
5. You may re-edit an equation box anytime by just double-clicking on it.
6. A second way to re-edit an equation is to right-click on it and then choose Equation Object – Open. This opens the Equation Editor in a separate windows which has certain advantages (such as zooming). (Show the Toolbar by View-Toolbar) update the equation in the document and exit the Equation Editor, choose File-Exit and Return to document.

For practice create the equations below --

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

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

3.
$$\sum_{n=0}^{\infty} \frac{1}{4} 3^n$$

4.
$$\sum_{n=1}^{\infty} \frac{3}{\sqrt{n-2}}$$

5.
$$\lim_{n \rightarrow \infty} \frac{1}{n(n^2 + 1)} = 0$$

6.
$$\begin{pmatrix} 1 & 4 & 11 & 7 \\ 0 & 1 & 3 & -1 \\ 0 & -2 & -5 & -5 \end{pmatrix}$$

(Note: For number 6, use the “Fence Templates” icon on lower left-- Then choose the “Matrix Templates” on lower right and the button that has four rows and four columns.)

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