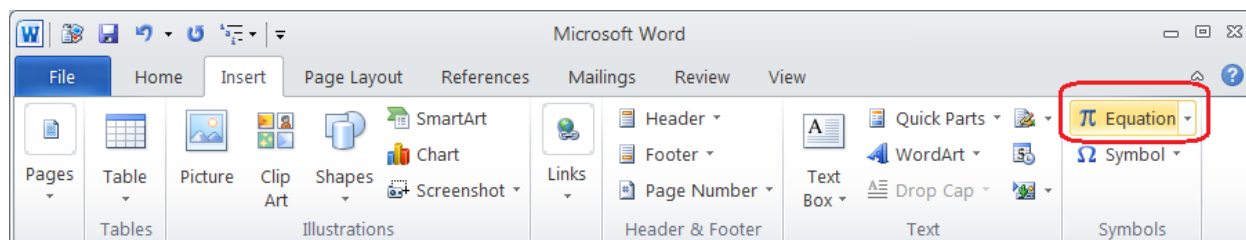


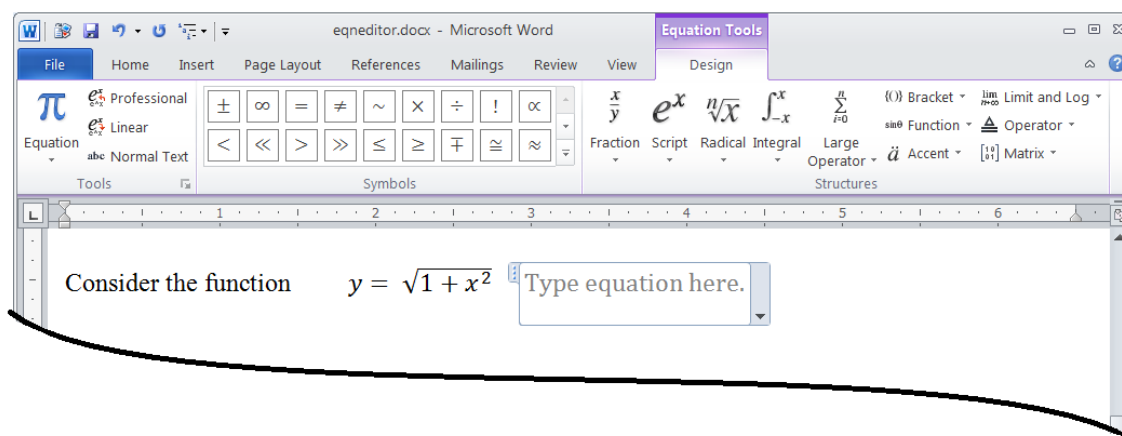
## How to Access the MS Word Equation Editor

This document shows how to access the MS Word equation editor. It is valid for the MS Office 2010 64 bit version of Word. For other versions the equation editor can probably be accessed in a similar way.

First, position the insertion point where you want to enter an equation or mathematical symbols. Then click on the *Insert* tab at the top of the screen. Find the icon for *Equation* and click that, as shown below:



Next the top of the window will change to something like this:



and a box will appear where you can enter your mathematical text. Pull down menus at the top (under the purple *Equation Tools* title) allow you to insert various mathematical objects, such as fractions, variables with exponents, square roots, and so on. With a little practice you can create just about any mathematical expression you wish. In the graphic, the equation  $y = \sqrt{1 + x^2}$  was produced using the equation editor.