






# Microsoft Equation Editor Tutorial

## Opening Equation Editor

- 1.) Open Word
- 2.) Go to the **Insert** menu and select the **Object** command.
- 3.) Scroll down the object list and select "**Microsoft Equation 3.0.**" If not, you will need to install it using the installation CD.

## Entering an equation

$$x = \frac{(-b \pm \sqrt{b^2 - 4ac})}{2a}$$

- 4) Type "x="
- 5) Using the toolbar, choose a fraction from the  palette.
- 6) Select parentheses from the  palette.
- 7) Type "-b"
- 8) Select "plus or minus" from the  palette.
- 9) Select a radical from the  palette.
- 10) Type "b" from the keyboard.
- 11) Select the superscript from the  palette.
- 12) Type a "2"
- 13) Press Tab to come down a level, and type "-4ac".
- 14) Press Tab 3 times to move to the denominator, and type "2a".

## Other Alternatives

If you do not have Equation Editor and cannot install it, OpenOffice (an open source project) has a similar version that can be downloaded from <http://www.openoffice.org/>.