Typing Maths in Word

In Word, there's an inbuilt equation editor. It allows you to type out Maths equations.

To open the equation editor, type Alt + =, then you can start typing your equation.

$$y = 2x + 3$$

If the equation is on a new line, it will automatically centre. Ctrl + L will left align if that is preferred.

$y = 2x + 3$

A few helpful shortcuts

- Use the keyboard symbols for plus (shift+=) and minus (-).
- Use a forward slash (/) to separate the numerator and denominator of a fraction
- To get a multiplication symbol use the backslash \times
- To type indices (or superscripts), use the caret (^)
- To type subscripts use the underscore (_)
- Functions like sin, cos, tan, log etc are automatically recognised. They stop being italicised when they are recognised as a function.
- When you start an equation, a new menu opens called 'Equation'. Common equations can be found on the left in a drop down menu called 'Equation'. These include the quadratic formula, area of a circle, compound interest and index laws. There are also common equations within drop down menus on the Structures section.
- There is a menu of symbols that you cannot find on a keyboard. Many of these can be typed using the backslash (\) followed by a keyword, like the multiplication symbol can be typed using \times. Hovering over a symbol will show you the shortcut for typing the symbol. More examples can be found at https://mathiho.sitehost.iu.edu/doc/equation-editor-shortcut-commands.pdf
- To type a regular text, enclose in quotes ("")

Example: Scientific notation, 3.56×10^3

Type: 3.56 \times 10^3 \degree "C"

Example: Pythagorus' Theorem, $a^2 + b^2 = c^2$

Type: a^2+b^2=c^2

Example: Trigonometry, $\cos x = \frac{\pi}{2}$

Type: cosx=\pi/2

Example: Logarithms, $\log_2 x = 4 \,°\text{C}$

Type: log_2 x=4 \degree "C"

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