Useful Word Features<superscript>[DG1]</superscript>

I. Symbols

To access the gallery of symbols
1. Place the cursor where you want to insert the symbol.
2. Click "Insert" on the menu bar.
3. Select "Symbol" from the drop down menu. A dialog box appears with the heading "Symbol".
4. Within the dialog box, two options should be evident: "Symbol" and "Special Character".
5. Select "Symbol" but clicking on it (if it is not already displayed). Locate the "Font" option underneath.
6. If "Symbol" is not displayed next to the "Font" option, click on the down arrow next to it, find "Symbol," and select it. The display should show all the symbols available.
7. Select the symbol you want to insert by clicking on it and click "Insert." Once done, click close. (Notice there are other characters you can insert.)
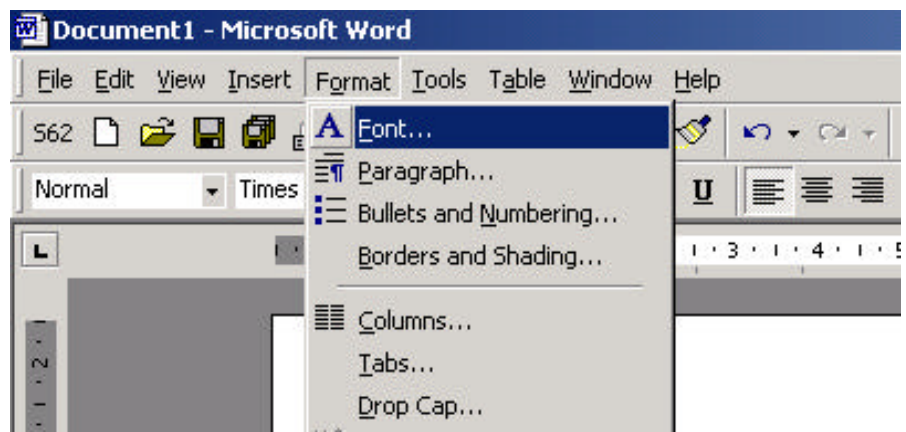
Some useful symbols: $\pm$ $\approx$ | —   –   ° $\rightarrow$ ∞ Δ

NB: 1. The symbol for divide (÷) is not used in scientific papers.
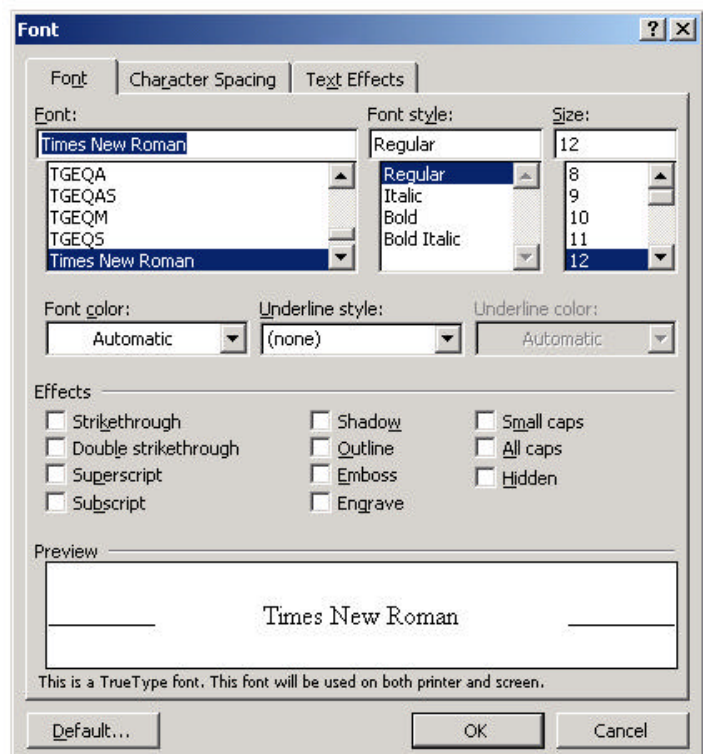   2. Asterisk (*) is <u>not</u> the symbol for multiplication.

II. Superscript and subscript

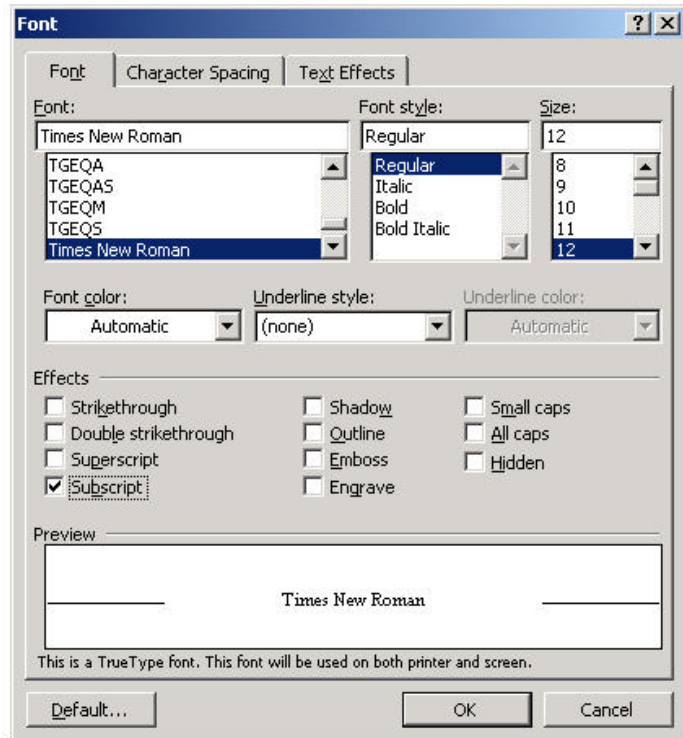*To access useful font attributes such as subscript and superscript*

1. Select the character you want to change the font attribute for and click "Format" on the menu bar. Select "Font" from the drop down menu.

2. A dialog box appears with the heading "Font"
3. Within the dialog box, three options should be evident: "Font" "Character Spacing" and "Text Effect"

4. Select "Font" by clicking on it (if it is not already displayed). You can set several font attributes from this menu. You can change the type, style, size of font etc. You will find superscript and subscript attributes underneath "Effect" option.

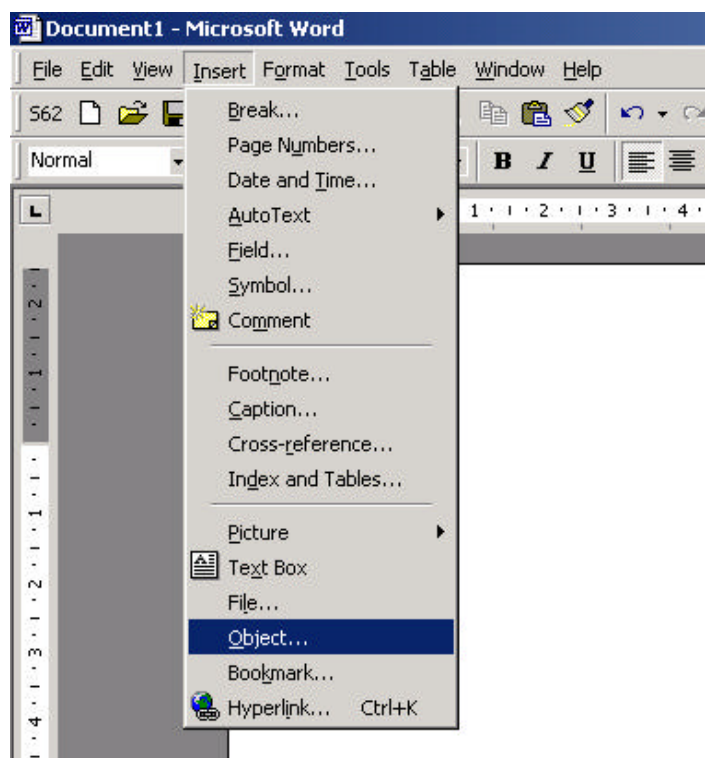5. Click on the "Effect" you want to apply to the font (such as subscript), and then click "OK" followed by "Close."
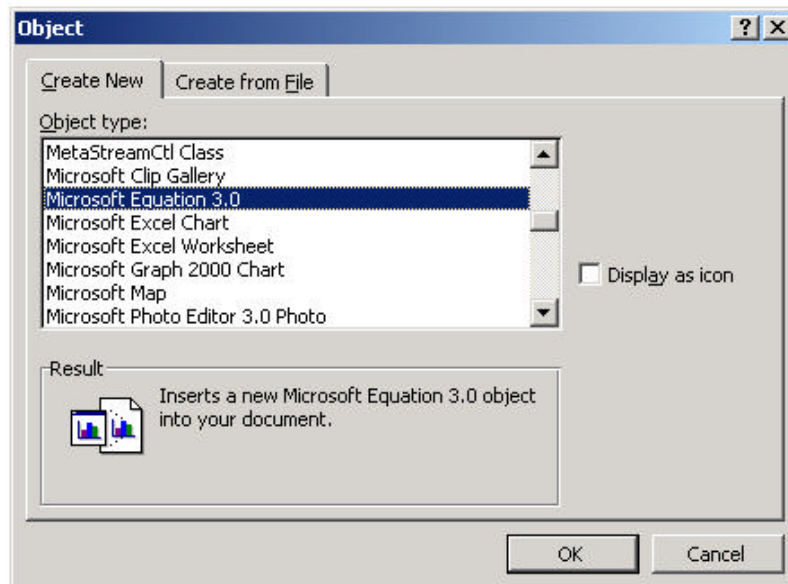
Equation Editor
Writing Mathematical and Chemical equations
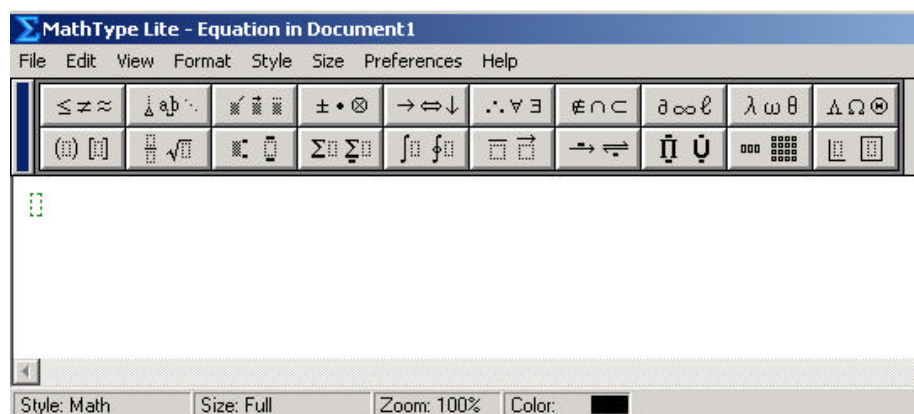
Accessing Equation Editor

1. Click "Insert" on the menu bar.
2. Select "Object" from the drop down menu. A dialog box appears with the heading "Object"

3. Within the dialog box, two options should be evident: "Create New" and "Create from file". "Create New" should be open by default. If not select it by clicking on it.
4. Scroll down the menu of "Object types" that appear below and find "Mocrosoft Equation"
5. Select "Microsoft Equation" by clicking on it, and then press "OK" on the bottom right corner.

6. You should be prompted with the equation editor window to enter an equation with the help of the toolbar. The tool bar, a small set of symbols, should be along the top of the window or floating somewhere in the window. If not, click "View" on the

menu bar and select "Toolbar."

7. Now you are ready to enter mathematical and chemical equations using the templates on the equation editor window.

8. After you are done with creating the equation you may have to go to the "File" menu and select "Update," otherwise you can just click anywhere else in the document you are working on.

9. To edit an equation, double click on the equation and word will automatically load the editor window.
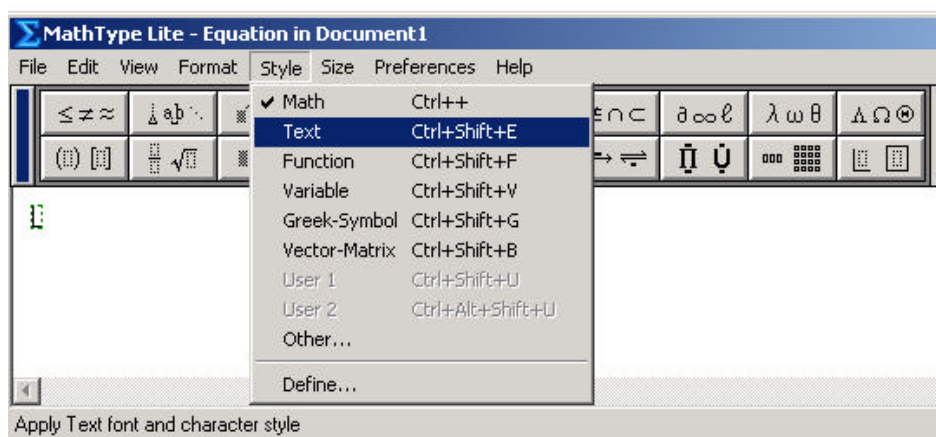
Placing the Equation Editor icon in the menu bar for easy access:

1. Click "Tools" on the menu bar and select "Customize" from the drop down menu. A dialog box appears with the heading "Customize"

2. Within the dialog box, three options should be evident: "Toolbars," "Commands" and "Options"

3. Select "Commands" by clicking on it (if it is not already displayed). Two columns should be evident below it: "Categories" on the left and "Commands" on the right.

4. Under the "Categories" column you should notice "File," "Edit," "View", "Insert" etc. Select "Insert" by clicking on it. The commands displayed in the other column should change.

5. Within "Commands" scroll down by clicking on the down arrow button on the right hand side and locate "Equation Editor." Once you locate it, select it by clicking on it.

6. You will next drag-and-drop the Equation Editor icon from there on to the menu bar. To do so, Keep the left mouse button depressed—which selects the icon—and at the same time move your mouse—notice the icon move—and release the left mouse button when your cursor reaches where you want to place the Equation Editor Icon on the menu bar. (You can do the same with the symbol icon.)
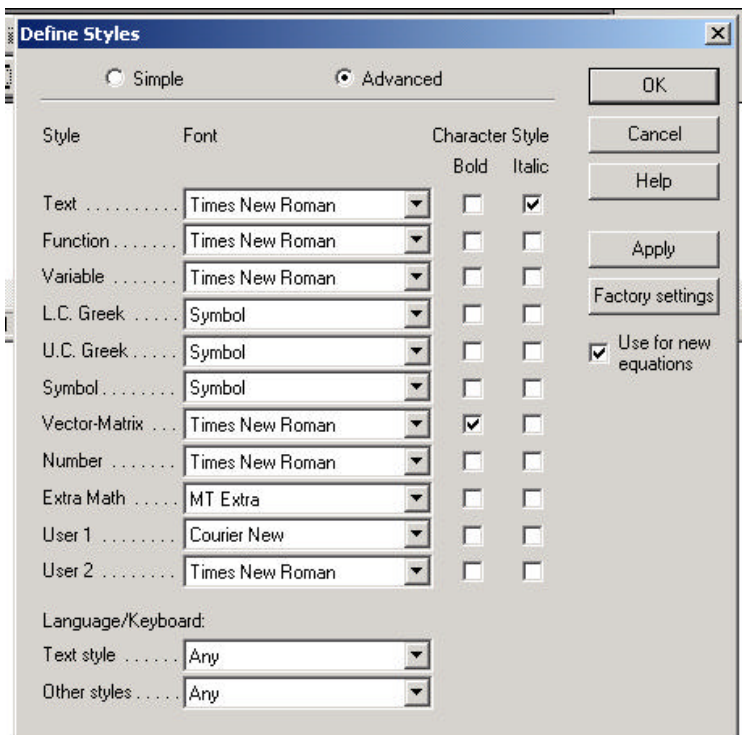
Within Equations Editor

To enter text

Click "Style" on the menu bar and select "Text" from the drop down menu and type away. When the Style is set to "Text" you can enter spaces and any character you want/need to enter.
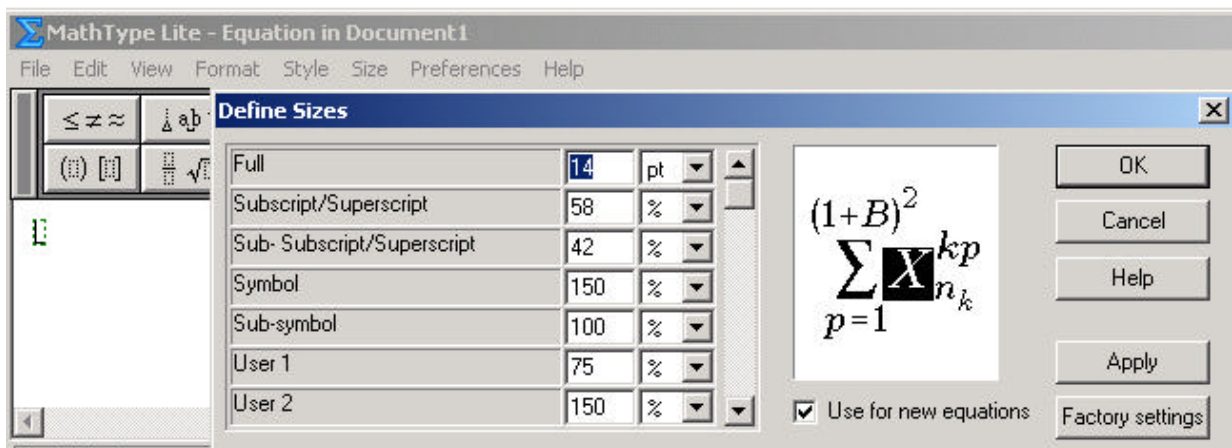
To change text style and type

Click on "Style" and select "Define." A dialog box with the heading "Define Styles" should appear with options for text styles for the different mathematical functions etc.

To change text size

Click on "Size" and select "Define."
A dialog box with the heading "Define Sizes" should appear with options for setting sizes of fonts for the different characters.

Use the templates for fractions, superscripts, subscripts etc. It is easy to figure out; it's quite intuitive.

Fraction and radical templates

Subscript and superscript templates