

Course
&
Test Series

Self-Made Assignment - MS Word

Working With Equations in MS Word

Task 1: Insert a Predefined Equation

Steps to Perform:

1. Click on the **Insert** tab in the ribbon.
2. In the **Symbols** group, click on **Equation** (Σ symbol).
3. Select any predefined equation from the dropdown list (e.g., **Quadratic Formula**).
4. Click on the equation to insert it into the document.
5. **Example:**
Insert the predefined equation:

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

Task 2: Insert a Custom Equation Using the Equation Editor

Steps to Perform:

1. Click on the **Insert** tab.
2. Click on **Equation** and select **Insert New Equation**.
3. A new equation box will appear; type the following equation using the equation tools: **E = mc²**
4. Use the **Fraction**, **Script**, and **Operator** options in the **Equation Editor** to format the equation correctly.

Example:

Write Einstein's energy-mass equation: **E = mc²**

Task 3: Format an Equation Using the Design Tab

Steps to Perform:

1. Insert an equation in MS Word (refer to Task 2).
2. Select the equation and click on the **Equation Tools – Design** tab.
3. Change the **font size** and **color** of the equation.
4. Use the **Professional** or **Linear** format option to change the equation style.

Example:

Format the equation: **F = ma**

[Change the font color to **blue** and increase the font size to **16**.]

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