

You will soon be asked to do a major lab report in this class. One of things that will help you is to practice using Microsoft Word. In this assignment, you will learn how to type in formulas (both math and chemical).

Start by running the Microsoft Word program (see a fellow classmate if you have a problem with this).

You start with a blank page. You will be entering formulas using equation editor.

Word's Equation Editor is very good at generating formulas, although learning how to use it is tricky. This part of the program is not as user friendly as other components of Word. When you insert an equation in your document, it is just like inserting a picture. Both are objects placed in a box which can be resized. To edit the object, you must use the equation editor to do so; Word cannot do anything to the object except move it or delete it.

To start the equation editor, pull down the *Insert* menu, and choose *object*.

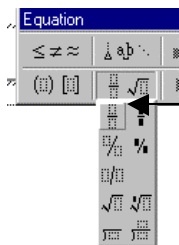
Under object type, select Microsoft Equation 3.0 and click on OK.

The computer will process this for a while, and then an object similar to a text box will appear with the insertion blinking in a black square. Whenever you have a square in equation editor, you can 'insert' any equation component in that square. All the equation components are available in a small toolbar that pops up.

What has really happened is that you aren't officially in Word anymore; you will notice this by looking at the pull down menus. All the options are different; as long as you stay within the equation box, this will be the case.



To make your first formula, type **e=mc** without any spaces. To put the squared sign, find the button on the equation editor toolbar that shows a square with two little squares (representing sub and superscripts). If you click on the button, you will come up with a number of choices; choose the option on the upper right hand corner (it shows a gray rectangle with a little black superscript rectangle with it). A small box will appear in your equation. Type **2** and you are done. Click anywhere in your document (besides the equation), and you will go back to Word and your document.



Next, let's do a fraction; speed = distance/time. Call up equation editor (same as before), and type **s=** . After the equals sign, you will now insert a fraction. Hit the button that shows a fraction, and choose the upper left hand suggestion. Type in the **d** on the top, and the **t** on the bottom. To navigate in equation editor, use tab and shift-tab.

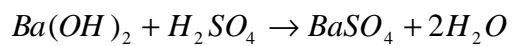
You should now have two equations in your document. You may have to move the second equation around if it is too close to the first. Save this document, and continue to add the following equations.

$$s = \frac{1}{2}gt^2$$

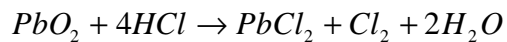
$$a \neq \sqrt{gt}$$

$$a = \frac{v_{final} - v_{initial}}{t^2}$$

Next, let's do a chemical formula. It's the same as the formulas above; you'll be using subscripts for the formulas. The other thing you will need is an arrow symbol (you can find that in the arrow section, top row near the center). Good luck!



Last one...



You should now have a page with 7 equations on it. Print it out and turn it in Friday! Make sure to put your name on it!