

## Typing mathematical symbols in Word

In Foundations of Computer Science this semester, you will be expected to type your homework assignments, including all mathematical symbols and notation. If you choose not to use LaTeX formatting (see link below) or similar, you are most likely going to use Microsoft Word. In Word, here is how you can insert symbols as you type.

### Insert Equation

If your version of Microsoft Word has the Equation feature (Office 2010+), then from the Word ribbon, select INSERT and Equation (at the end). In this equation box, you can enter variables (italicized letters), mathematical symbols, and complex notation. There is also a large symbol box with common symbols and Greek letters. If you hover your mouse over any of these symbols, a tooltip displays with a command in the form `\keyword`. As you type an equation, you can type this keyword to have Word insert the symbol for you. Become familiar with the symbol shortcuts that you use in class.

### Within Plain Text

If your version of Word (or equivalent software) does not support complex equation editing (or if you prefer to keep your document's text without complex formatting), you can still implement these symbol shortcut codes through the use of Word's "AutoCorrect" feature. Here is how you can have Word auto-correct your symbol codes outside of the equation feature.

1. From the ribbon, select the INSERT tab.
2. From the last category ("Symbols") on the ribbon, choose Symbol. (Choose Equation if you want to type an entire mathematical formula; useful for showing algebraic work!)
3. Select "More Symbols..."
4. From the Symbol dialogue box, choose "AutoCorrect..."

This box contains commonly misspelled words and the correct word to change it to *as you type*. Here, you can enter new "misspellings" to look for and correct. For example, you can tell it to correct `\lambda` to  $\lambda$  or `\forall` to  $\forall$ .

5. Enter the code you want to use and symbol (copy and paste from another location).

If you do have the equation package and prefer to keep notes in plain text, you can always create an equation and convert it to plain text through its context menu options.