

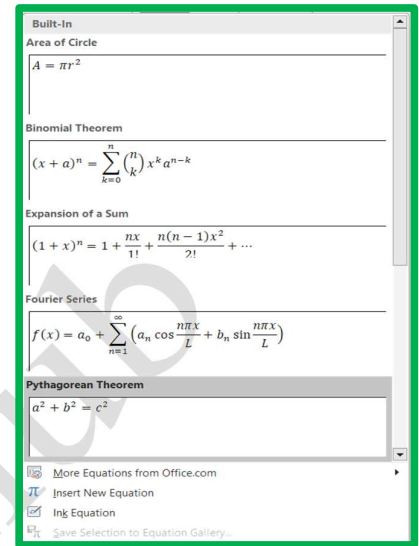
- All Computer Courses
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INSERT MENU

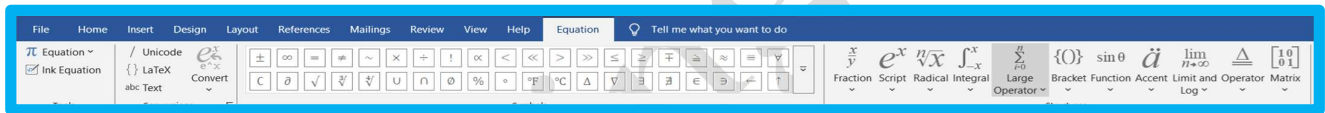
Equation

In MS Word, an Equation is a mathematical expression that you can insert and format directly in your document.

- You can insert it by Insert → Equation.
- Word lets you write fractions, powers, roots, integrals, sums, and other math symbols neatly.
- Useful for math, science, or technical documents.



Helping tool of Equation



Symbol

- In MS Word, a Symbol is a special character that is not on the keyboard, like ©, ®, €, π, or mathematical symbols.
- You can insert it by Insert → Symbol → More Symbols.
- Useful for math, science, legal, or special formatting.

Using Word Shortcut Keys

- Word allows assigning shortcuts to symbols:
 1. Insert → Symbol → More Symbols
 2. Select the symbol.
 3. Click Shortcut Key...
 4. Press your desired shortcut (like Ctrl + Alt + C)
 5. Click Assign

