

## Inserting Built-in Equations & Structures

Word 2007 has preset equations and mathematical structures for you to use with the Equation Editor. After accessing them, you can edit them to your preference. This document will help you access and insert these equations and structures into your document.

### Inserting Built-in Equations

Word 2007 provides several commonly used equations (e.g., the binomial theorem, the area of a circle) to insert into documents. A built-in equation, once inserted into the *Equation Editor*, can be edited to your needs. For more information, refer The Design Command Tab.

1. Access the Equation Editor
2. From the *Insert* tab, in the *Symbols* group, click the ▼ on the EQUATION button » select the equation - the equation appears in the *Equation Editor*.
3. To edit the variables and placeholders, double click them and make the desired changes. HINT: For more information about editing the *Equation Editor*, refer to Equation Editor Options.
4. When finished, click outside the *Equation Editor*  
The equation is inserted into your document.

### Inserting Built-in Structures

Word 2007 has several commonly used mathematical structures to insert into documents. These built-in structures create a mathematical framework, allowing you to insert variables and placeholders. For more information, refer to The Design Command Tab.

1. Access the Equation Editor
2. In the *Structures* group, click the structure category » select the structure you want to use the structure appears in the *Equation Editor*.
3. To edit the variables and placeholders, double click them and make the desired changes HINT: For more information about editing the *Equation Editor*, refer to Equation Editor Options.
4. When finished, click outside the *Equation Editor*

The equation inserts into the text. These documents are based on and developed from information published in the LTS Online Help Collection ([www.uwec.edu/help](http://www.uwec.edu/help)) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.