

# (Archives) Microsoft Word 2007: The Equation Editor Environment

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This article is based on legacy software.

While creating your Word document, you may need to use mathematical expressions such as equations, formulas, summations, complex fractions, or nonstandard symbols. With a proper understanding of the *Equation Editor* and the *Design* command tab, you will be better equipped to create such expressions. This document explains the *Equation Editor* environment and how it can be used to create mathematical expressions. For more information, refer to [Creating Custom Mathematical Expressions](#).

## Accessing the Equation Editor

The *Equation Editor* is never more than a few clicks away.

1. Place the insertion point where the *Equation Editor* should appear

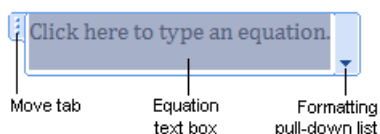
*NOTE:* To customize how you want the equation to appear on the page, refer to [Equation Editor Options](#).

2. From the *Insert* tab, in the *Symbols* group, click **EQUATION**  $\pi$

The *Equation Editor* appears in your document.

## The Equation Editor

The Equation Editor has three main parts, shown and described below:



### Move tab

When clicked and dragged, equations in the *Equation Editor* can be moved between the characters of a document.

### Equation text box

Allows you to insert Word's built-in equations or structures, or your own custom equation. For more information, refer to [Creating Custom Mathematical Expressions](#) or [Inserting Built-in Equations and Structures](#).

## Formatting pull-down list

Allows you to format your mathematical expression. For more information, refer to [Formatting Equations](#).

# The Design Command Tab

When you access the *Equation Editor*, the *Design* command tab automatically appears on the ribbon. The *Design* command tab is a source of additional options for the *Equation Editor*. It has three groups: Tools, Symbols, and Structures.


## The Tools Group

The *Tools* group allows you to format the *Equation Editor* and access built-in equations and saved equations. For more information, refer to [Inserting Built-in Equations](#), [Saving Custom Equations](#), or [Equation Editor Options](#).

## The Symbols Group

Word 2007 has many symbols to choose from when creating mathematical expressions.

## Accessing Symbols in the Symbols Group

1. **Access the Equation Editor**
2. From the *Design* command tab, in the *Symbols* group, click **MORE**   
The *Symbols* scroll box appears.
3. Click the title bar of the *Symbols* scroll box  
A list of symbol categories appears.

## The Structures Group

The *Structures* group offers users many types of nonstandard mathematical designs. Some structures may be a single character (e.g., operators, accents) others will provide a framework of operators and placeholders which you can edit (e.g., integrals, large operators). For more information on *Structures*, refer to [Inserting Built-in Structures](#)

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