

Inserting Math Symbols

Throughout these courses MAT 221 and MAT 222 students are required to submit written assignments in Microsoft Word that require the use of Mathematical symbols. Please follow the directions below in order to insert mathematical symbols into your documents.

Inserting Symbols:

1. Click with your mouse in the space you would like the mathematical symbol to appear.
2. Click with your mouse on the “Insert” tab on the upper navigation toolbar.
3. Click with your mouse on the “Symbol” button.
4. In the dropdown menu, click with your mouse on “More Symbols”.
5. In the “Symbol” window, click on the “Subset” dropdown menu and choose the desired category that fits the mathematical equation.
6. Select the desired symbol and click with your mouse “Insert”.
7. The symbol should appear in your document.

If you have any questions, please do not hesitate to contact your instructor.