

MS Word In-Class Exercise

<p>1) Write the quadratic equation using Insert / Object / Equation. Add spaces by selecting Text in the Style menu and then returning to the Math style. Close the Equation window to insert the equation into the Word document.</p>	$x = -b \pm \sqrt{\frac{b^2 - 4ac}{2a}}$
<p>2) You realize your mistake in the equation. Double-click on the equation to return to the Equation editing window. Highlight the -b term and select the ratio form from the palette. Type in 2a in Math style.</p>	$x = \frac{-b}{2a} \pm \sqrt{\frac{b^2 - 4ac}{2a}}$
<p>3) Double-click on the equation to return to the Equation editing window. Select the entire equation and make it larger by setting the Full text size to 20 pt (Size menu). Also set the superscript size to 10 pt.</p>	$x = \frac{-b}{2a} \pm \sqrt{\frac{b^2 - 4ac}{2a}}$
<p>4) Write the measurement using Insert Symbol for the multiplication sign and for the ohm symbol. Use option m for μ and option + for \pm.</p>	$3.023 \times 10^4 \mu\Omega \pm 50 \mu\Omega$
<p>5) Write everything in the chemical equation except the arrows. Use a script font for the ℓ. Find equilibrium arrows through use of the FontBook application. Choose Edit / Special Characters / ... / Arrows. Find the equilibrium arrows of interest. Click Insert to add the arrows to complete the equation.</p>	$2\text{CH}_3\text{OH}(\ell) + 3\text{O}_2(\text{g}) \rightleftharpoons 2\text{CO}_2(\text{g}) + 4\text{H}_2\text{O}(\ell)$