

# 6 easiest ways to write fractions in Word on versions 2016, 2010, 2013, 2007

Writing fractions in Word has 2 different ways of expressing it: the Math fraction type with a dash dividing the numerator and denominator, the second type is / like writing 1/2 in Word.

The 1/2 writing style in Word is often used in documents, while the strikethrough style is used in mathematical calculations. Below are detailed instructions for writing fractions in Word with different representation types.

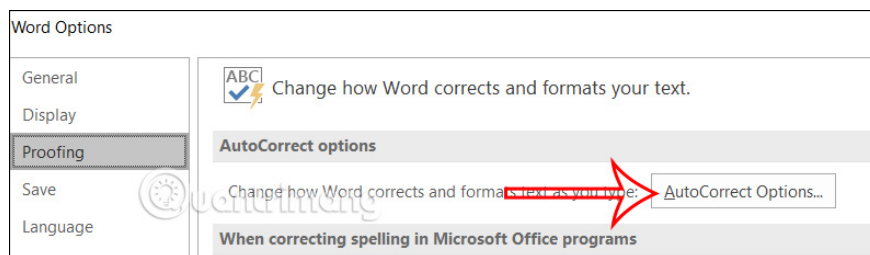
## Instructions for writing fractions in Word in 1/2 style

### Write fractions in Word using automatic mode

In AutoCorrect Word, there is an AutoFormat feature with formats that automatically display when we enter certain data according to rules, including the fraction type 1/2.

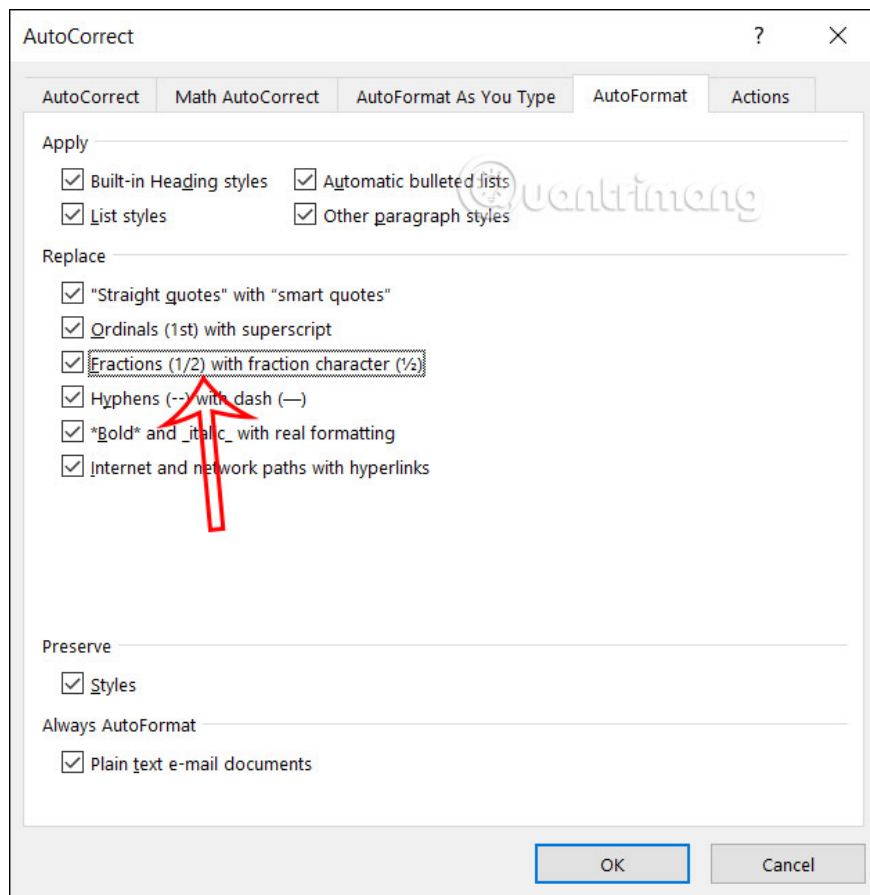
#### Step 1:

First, access Word Options and then **click on Proofing** . Look to the side and click **the AutoCorrect Options button** .



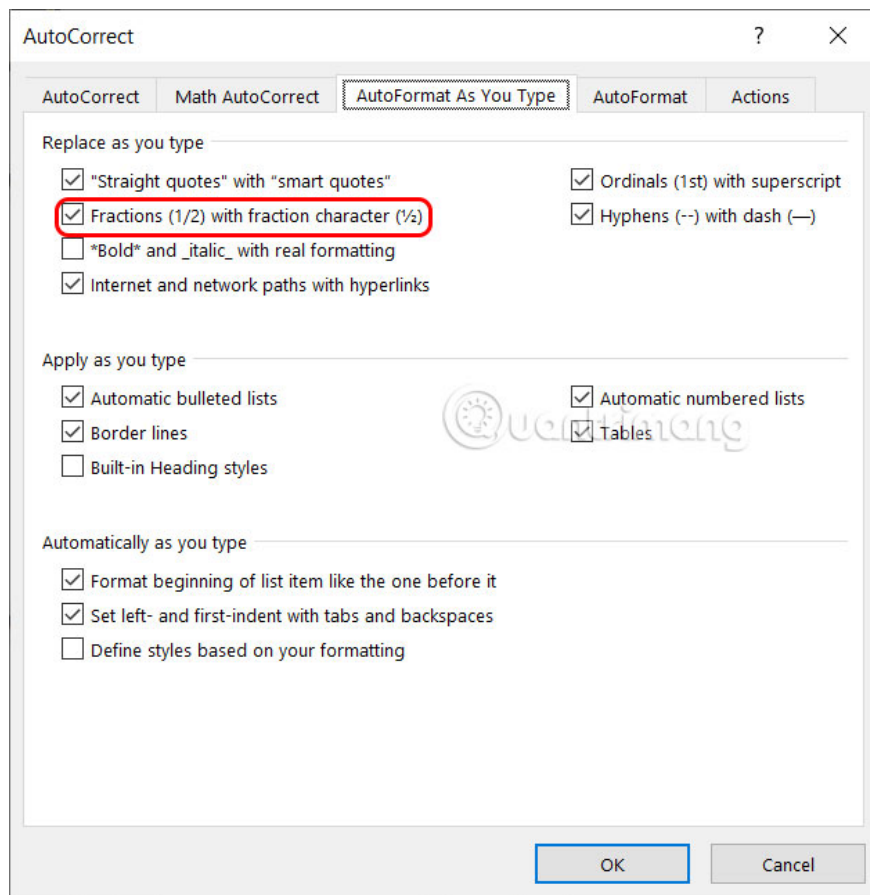
#### Step 2:

Next, click on AutoFormat and then look down and **select Fractions (1/2) with fraction character (1/2)** .



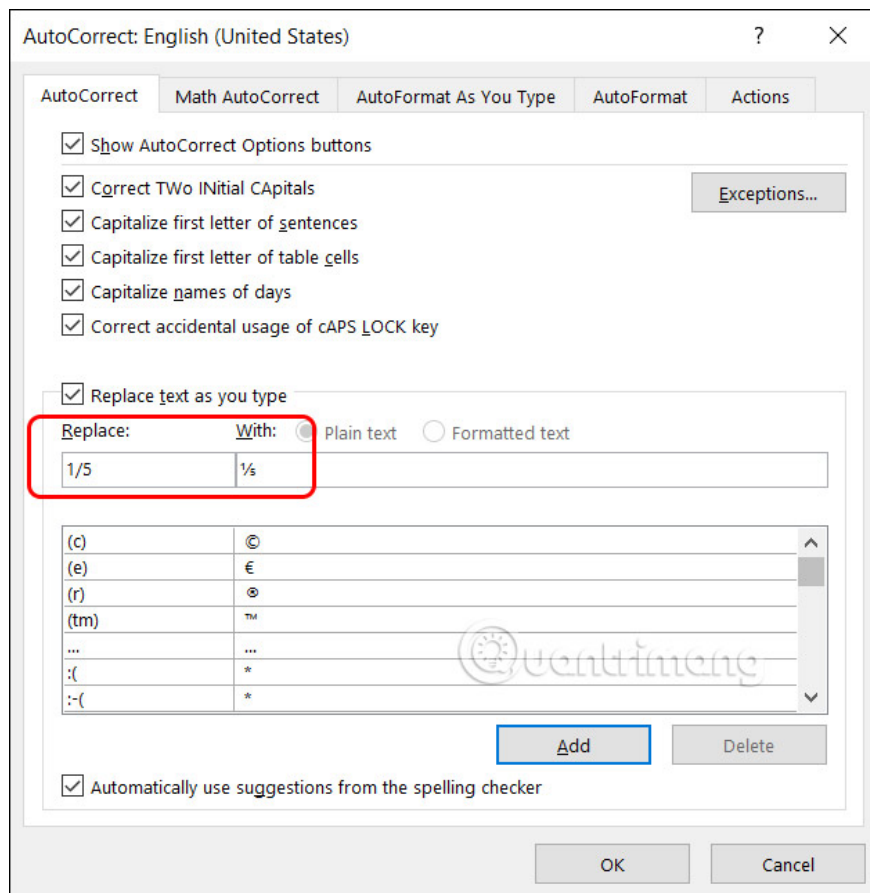
### Step 3:

Continue to click on **the AutoFormat as you Type tab** and then **select Fractions (1/2) with fraction character (1/2)**. Then click OK to save those settings.

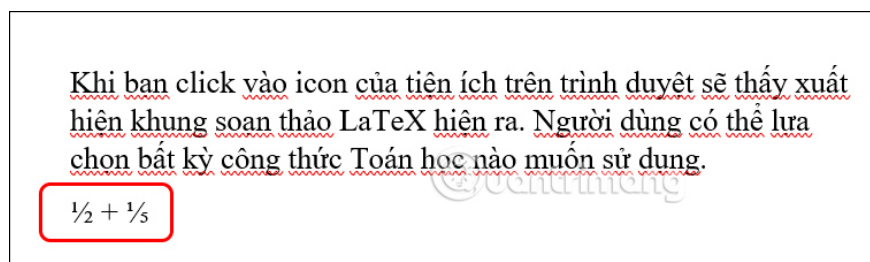


Now try entering the fraction and it will be performed immediately. However, this method only applies to a fraction.

We will need to rely on the fast typing feature as shown below.



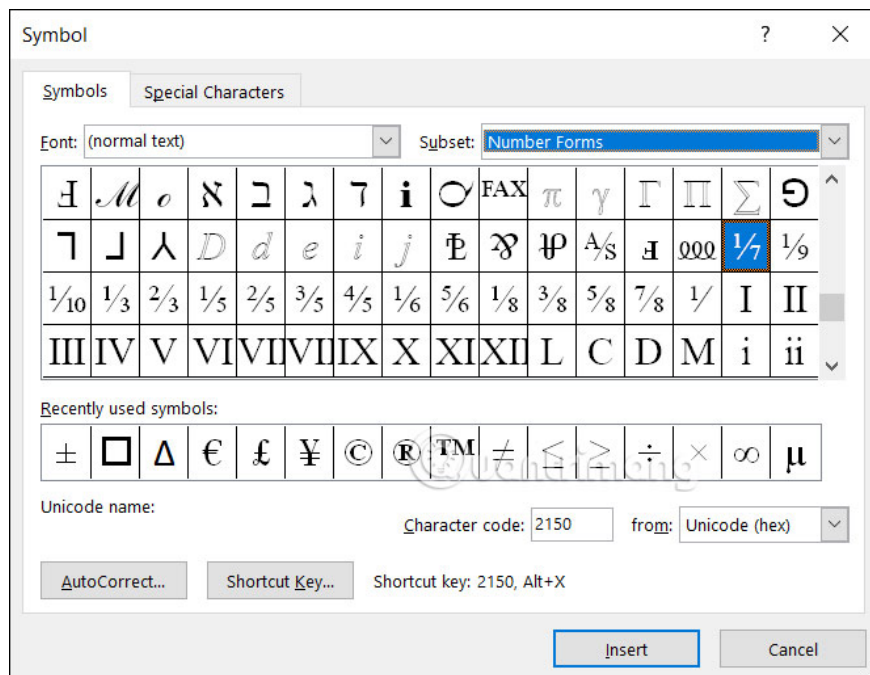
As a result, we have obtained the fraction sequence as shown below symbolized by the / symbol.



## Insert fractions in Word using Symbol

In the **Symbol Word tool** there is also a sequence of decimal characters for you to use. We convert to **Number Forms** to find decimal characters.

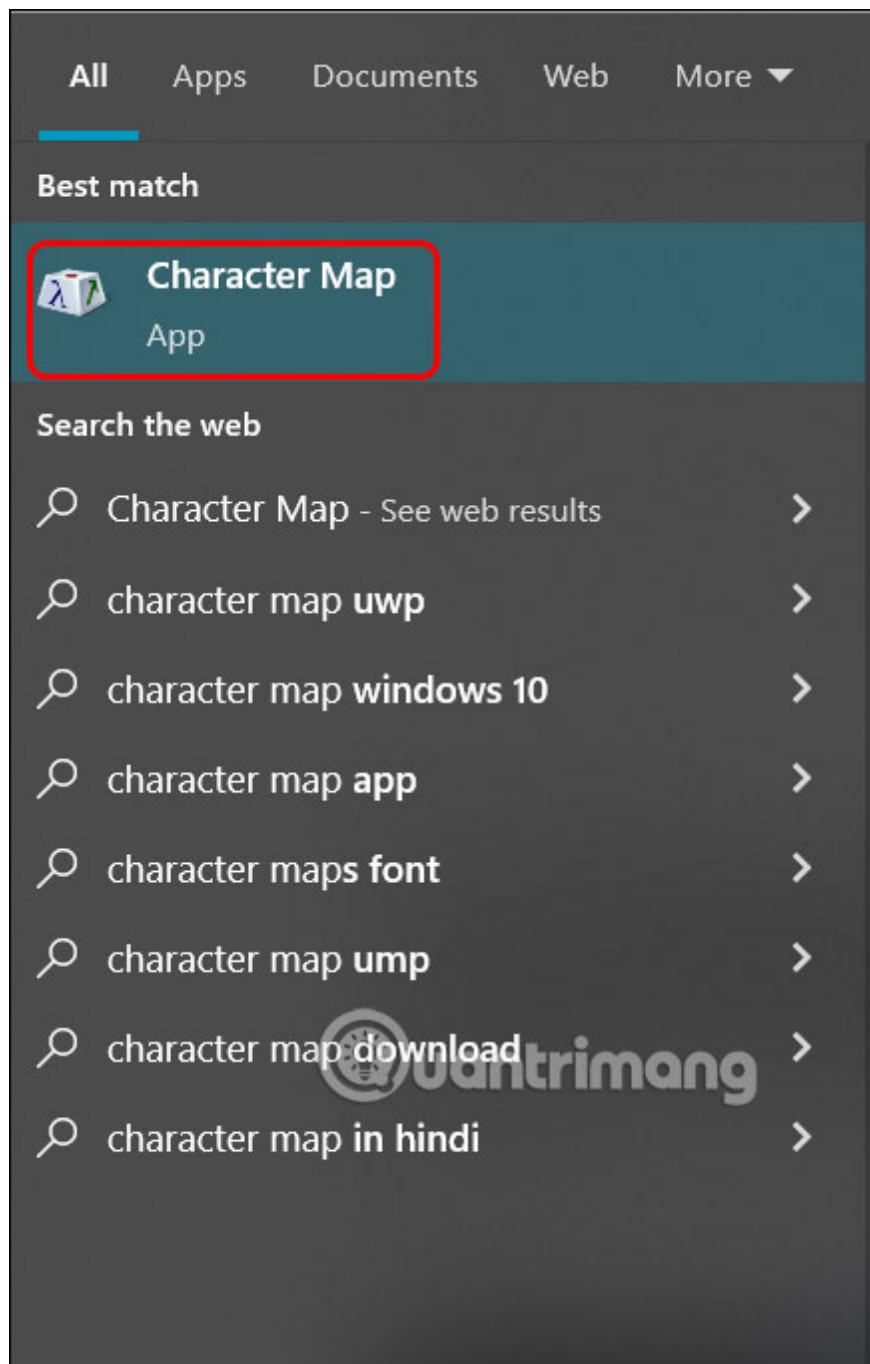
The user will then see a series of decimal numbers for you to click to use.



## Write fractions in Word using Character Map

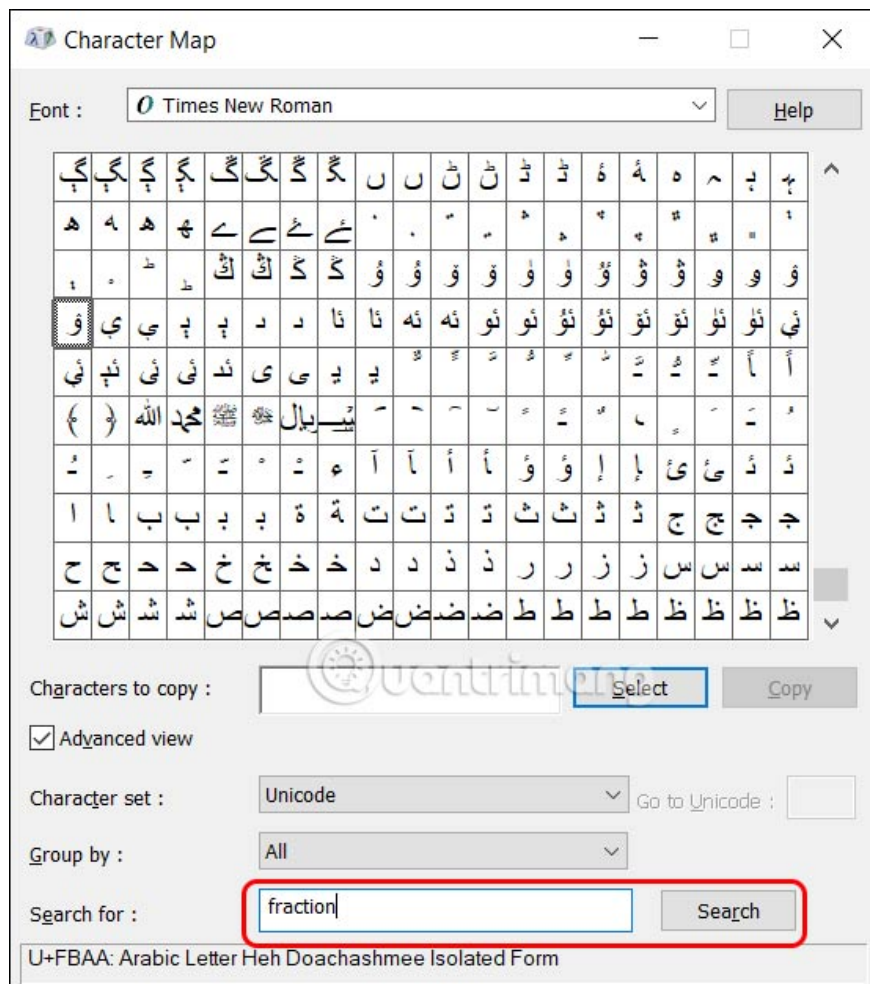
### Step 1:

First, **open Character Map on your computer** by entering it in the search bar on your computer.



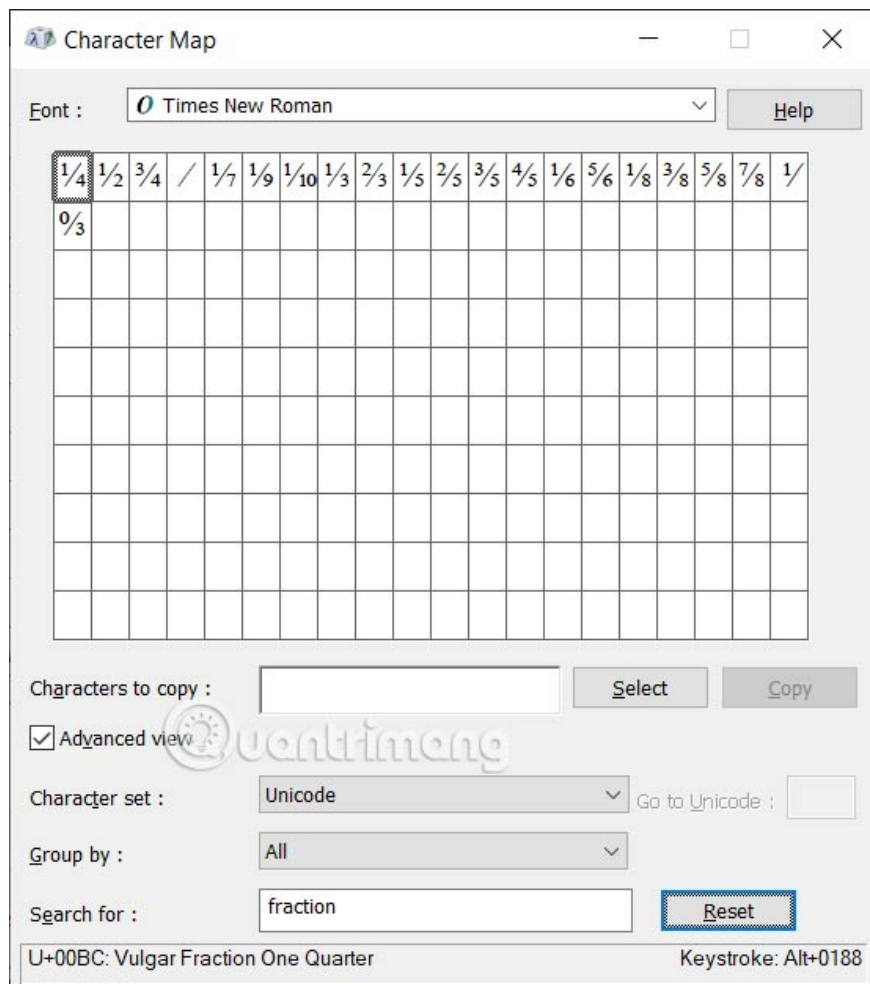
**Step 2:**

Displaying the Character Map interface, we **select Advanced view** to expand the interface with more customizations. Now in **the Search box**, **enter the keyword fraction** and then click **Search** to search.

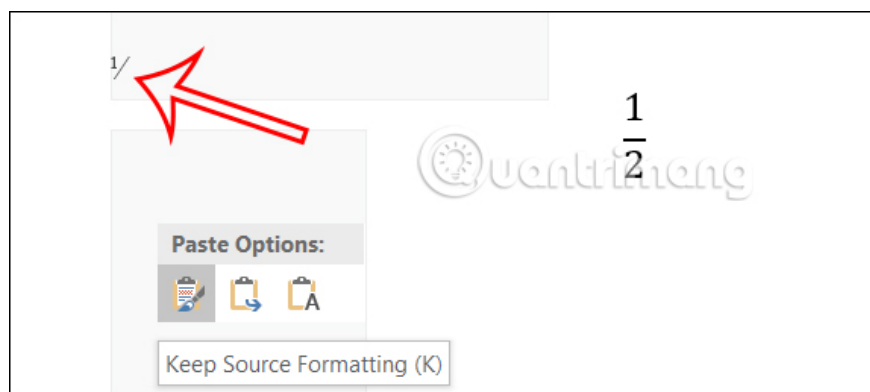


### Step 3:

Immediately after that, the user will see the series of fractions in the Character Map. Click on the fraction type you want to use, then **click Copy and then copy it to the document** .



As a result, you will see the fraction displayed in the Word document as shown below.

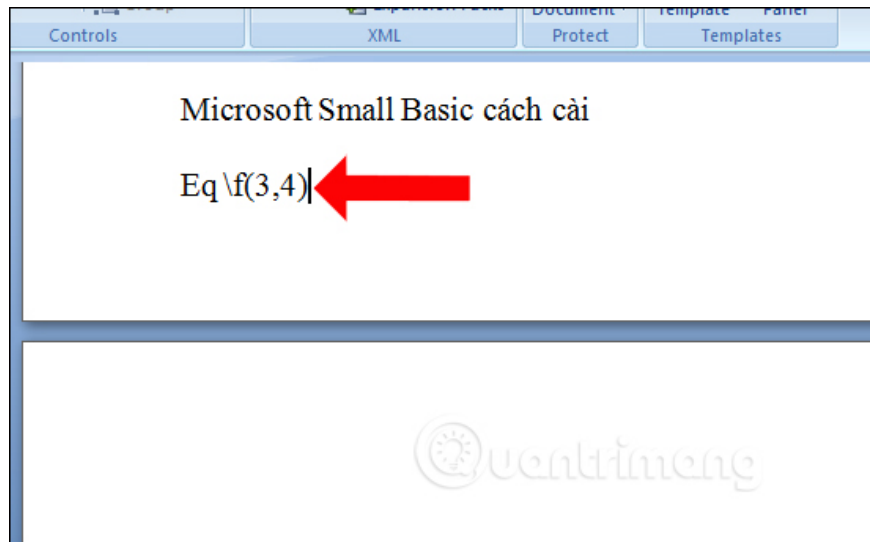


## Instructions for writing fractions in Math Word style

### Method 1: Write fractions using keyboard shortcuts in Word

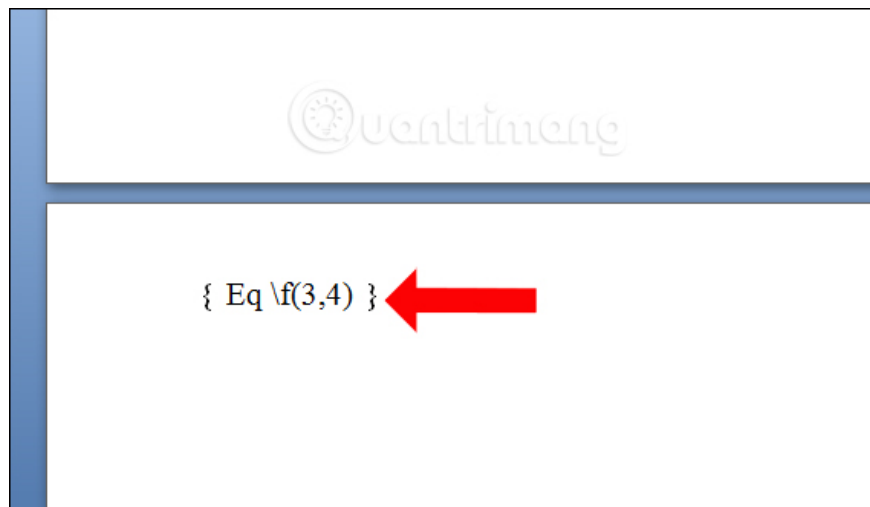
#### Step 1:

Click at the position where you want to enter the fraction, then enter **the formula eq f(3,4)** . **Note that** behind eq you need to enter a new space to the fraction element.



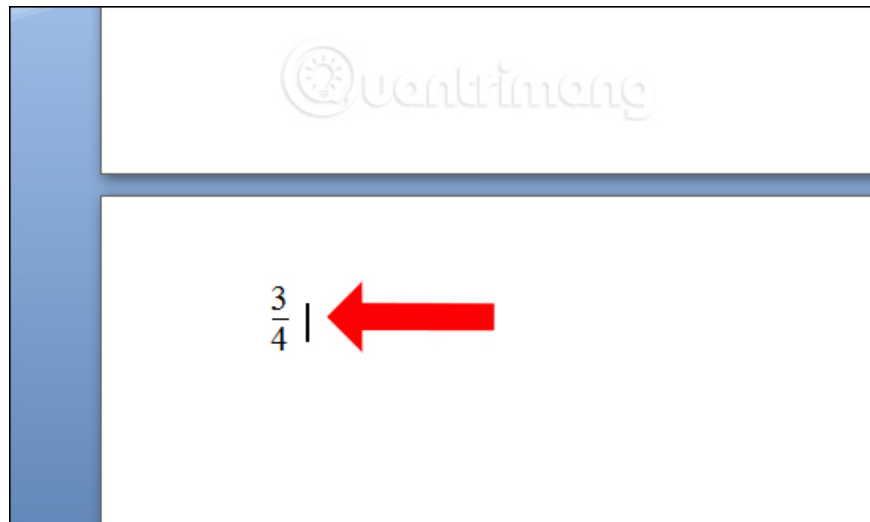
### Step 2:

Continue to highlight the formula and then press **the key combination Ctrl + F9** . Immediately after that, the formula will display **additional curly braces** as shown.

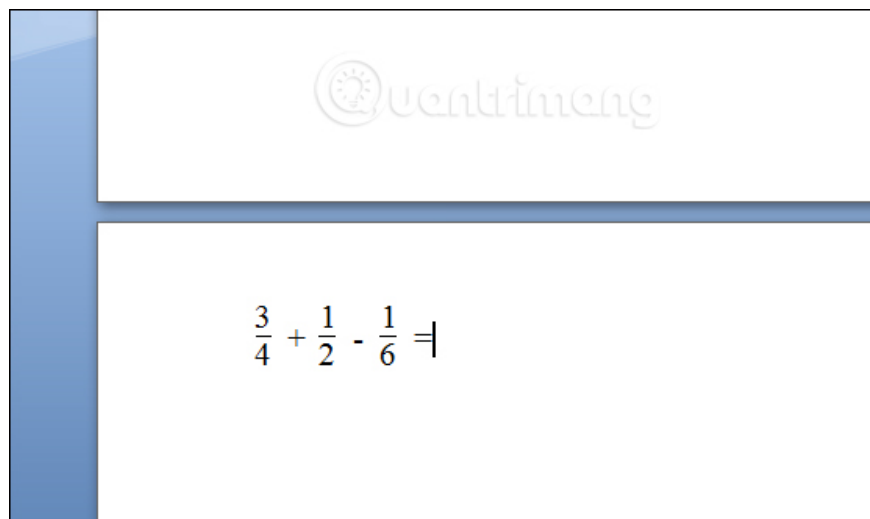


### Step 3:

Highlight the entire formula and then press **Shift + F9** . The formula will then convert to a fraction as shown below. In case pressing Shift + F9 does not create a fraction result, let's press the key combination Alt + F9 twice to create a fraction.



Now the user performs the above operation to continue entering fractions into his calculation.



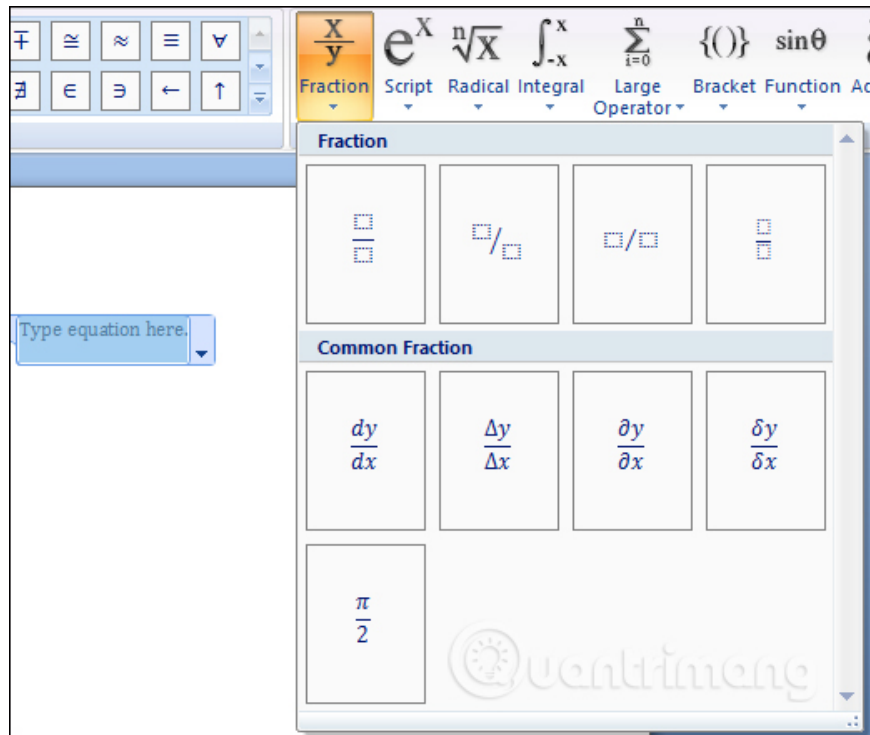
However, this method will only apply to cases where users enter Math or Chemistry formulas with simple fractions, without many complex expressions. You can use it with different versions of Word.

If we need to present content with many different fractional expressions, we need to use the Equation tool on Word.

## **Method 2: Enter fractions in Word using Equation**

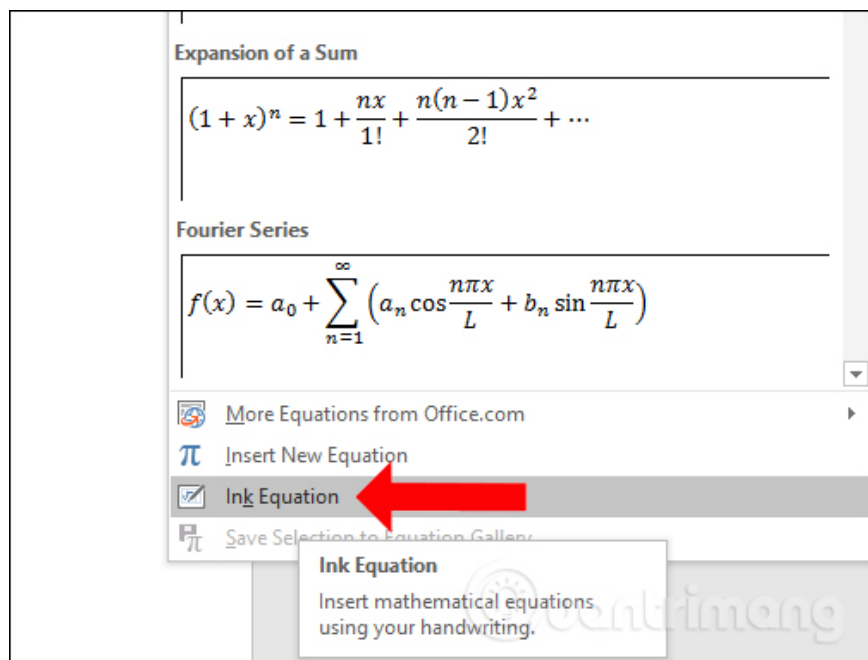
In the Equation tool, there are many different Math expressions, from simple to complex, including writing fractions. Users select the fraction writing style they want to use to enter Word content, then press the arrow keys to move to the numerator and denominator, enter the number and you're done.

For detailed instructions, readers can refer to the article [How to insert Mathematical expressions in Word 2007](#).



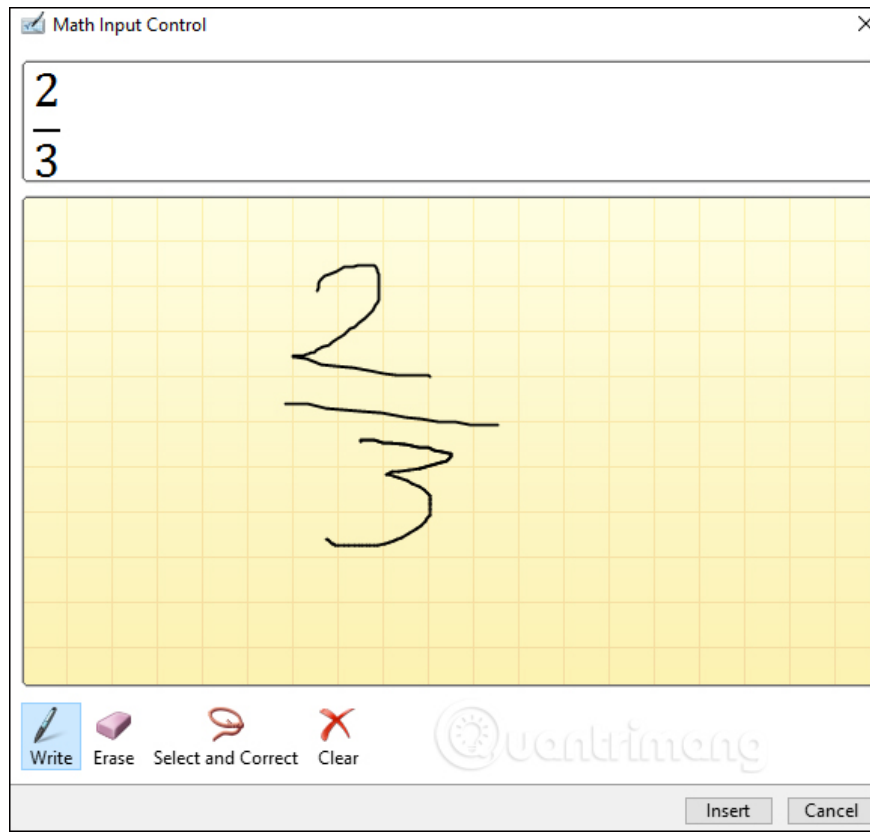
### Method 3: Write fractions in Word with a brush

From Word 2016 onwards, the Equation tool has **Ink Equation** added so users can directly write and draw the mathematical expressions they need to enter in Word.



Then the math formula drawing board will be displayed as shown below. Simply write the fraction you want to use and you'll see a preview above. If you write incorrectly, you can use the eraser tool below, or check the formula if you doubt the accuracy of your content.

Detailed instructions on how to use the Ink Equation tool to write fractions and mathematical expressions can be found in the article [Instructions for inserting Mathematical formulas in Word 2016](#).



So users have 3 different ways to enter fractions or mathematical expressions in Word. Each way will be suitable for each version of Word, as well as the simplicity or complexity of the fractional expression that needs to be entered in Word content.

You finished reading the article "[6 easiest ways to write fractions in Word on versions 2016, 2010, 2013, 2007](#)" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.