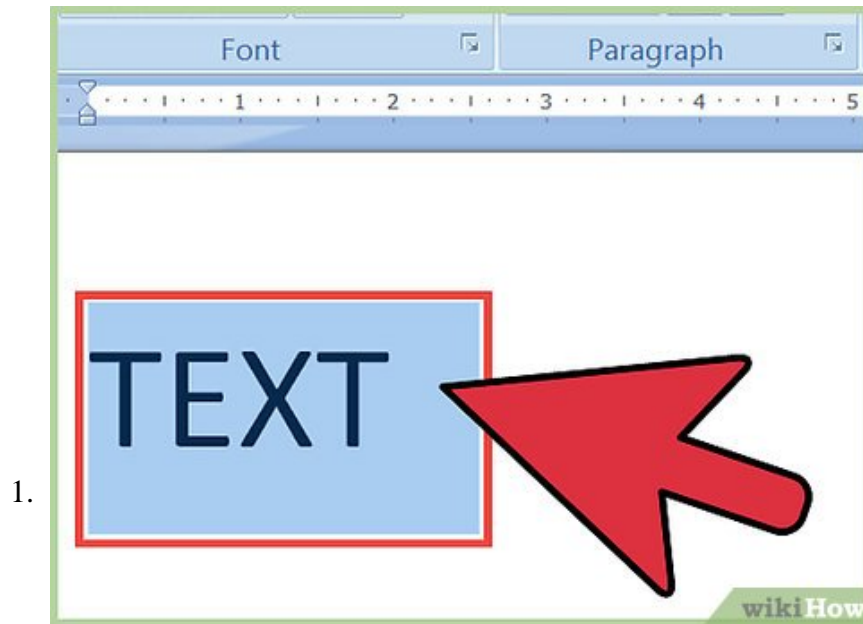


How to Create Superscript and Subscript in MS Word

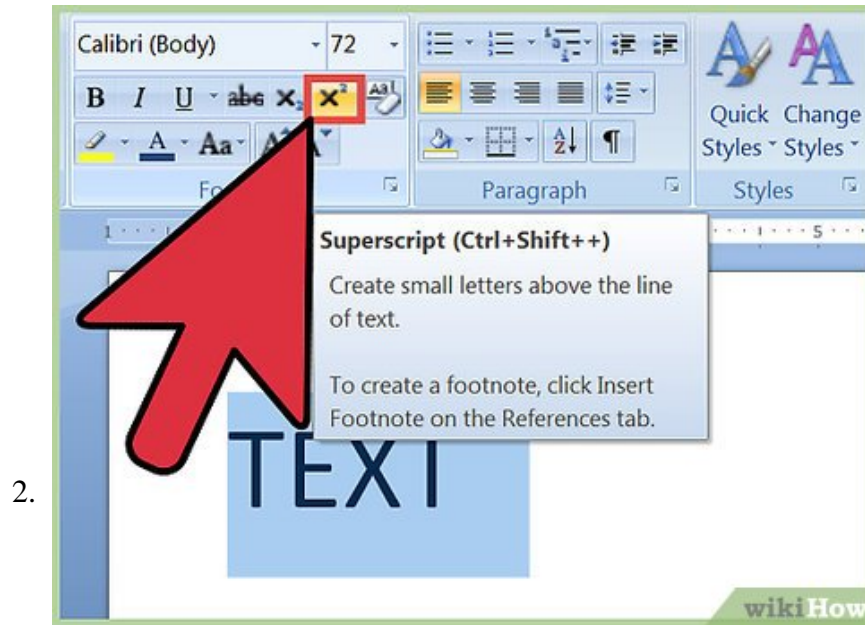
Superscript and subscript allow you to type characters that appear above or below the normal text line. These characters appear smaller than standard text, and are traditionally used for footnotes, endnotes, and mathematical notation. You...

Part 1 of 2:

Superscript

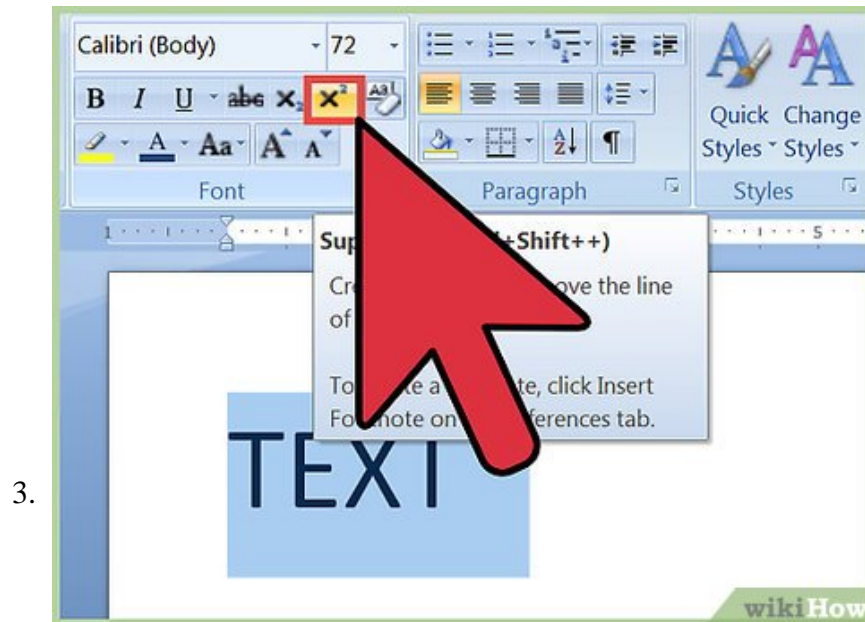


Select the text you want to turn into superscript. You can also place your cursor where you want to start typing superscript.



Enable superscript. Your highlighted text will be converted to superscript, or you can begin typing at the cursor's location to type in superscript. There are a few different ways that you can enable superscript:

1. Click the x^2 button in the Font section of the Home tab.
2. Click the Format menu, select Font and then check the "Superscript" box.
3. Press Ctrl + Shift + equals.



Disable superscript. Once you're done using superscript, you can disable it by doing the same thing you did to enable it. This will return you to regular typing.

4.

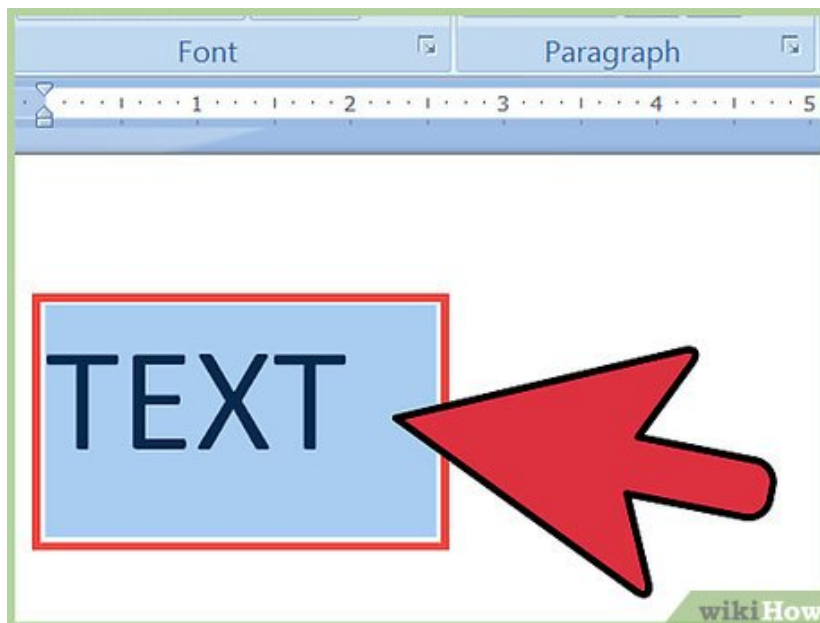


Clear any superscript or subscript. You can revert text to normal by selecting it and pressing Ctrl + Space.^[1]

Part 2 of 2:

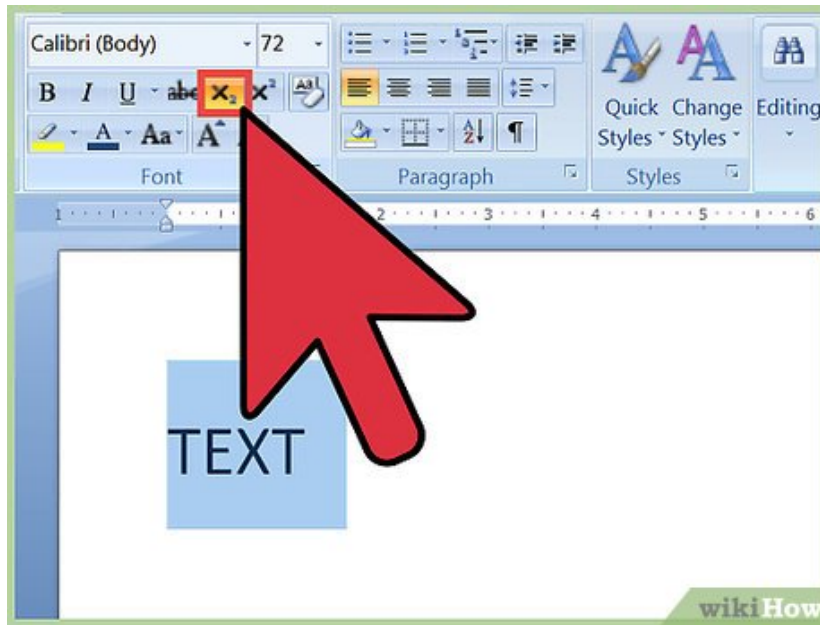
Subscript

1.



Select the text that you want to turn into subscript. You can also click to place your cursor where you want to start typing subscript.

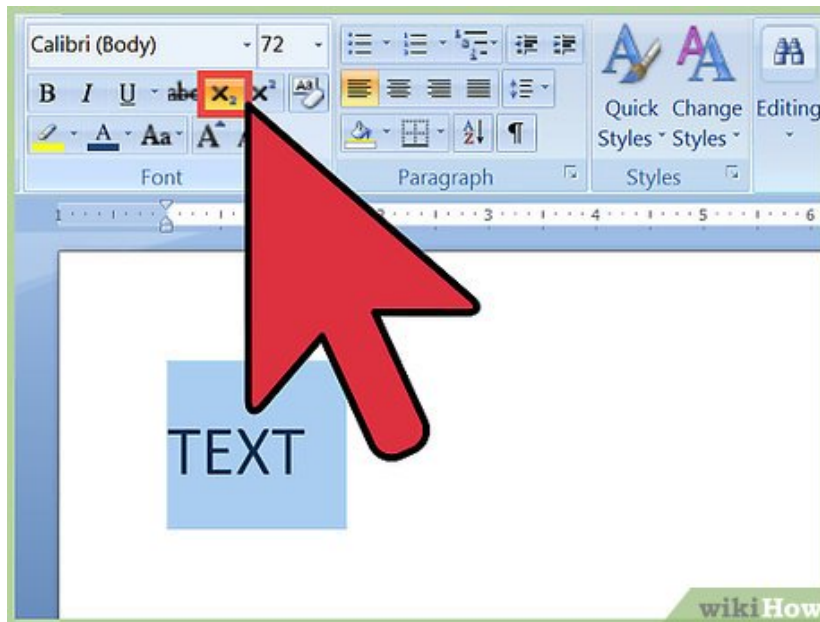
2.



Enable subscript. Your highlighted text will be changed to subscript, or you can start typing in subscript at your cursor's location. There are several ways to enable subscript.

1. Click the X_2 button in the Font group on the Home tab.^[2]
2. Click the Format menu and select Font. Check the "Subscript" box.
3. Press Ctrl + equals.

3.



Disable subscript. After you're done using subscript, disable it the same way you turned it on.

4.



Clear any subscript or superscript. If you don't want text to be subscript or superscript anymore, you can select it all and press Ctrl + Space.

You finished reading the article "**How to Create Superscript and Subscript in MS Word**" 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.