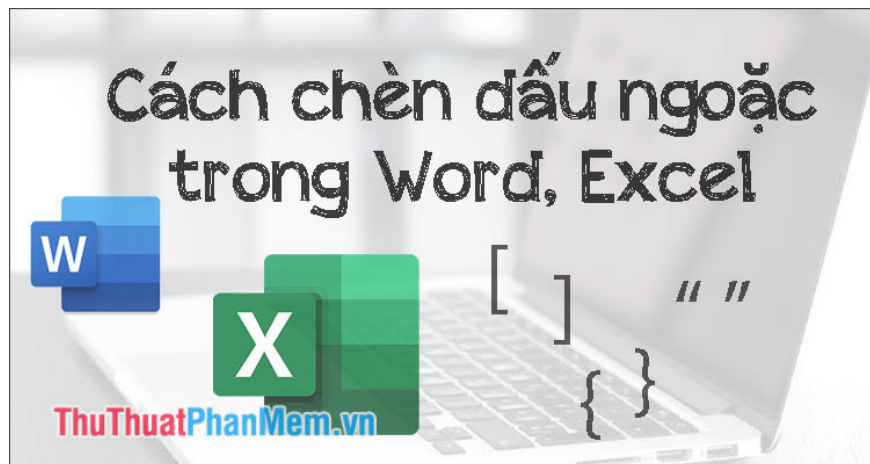


How to insert brackets in Word, Excel square brackets, curly brackets, double quotation marks

To create a mathematical expression in Word and Excel, we must use special characters such as curly braces, square brackets. The following article will provide you with ways to insert brackets such as square brackets, pointed, double into Word, Excel.

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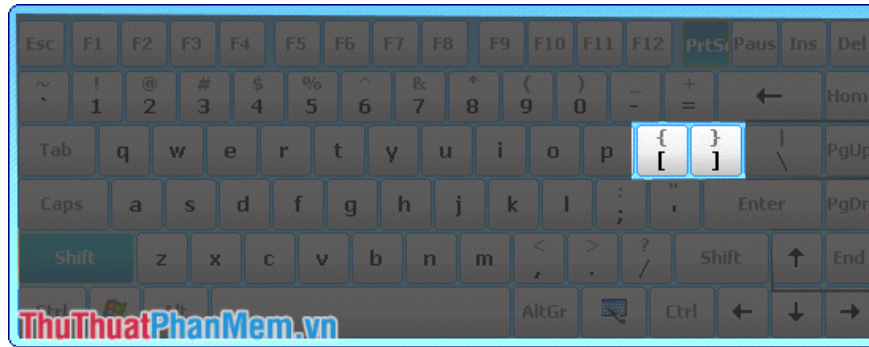


1. Insert square brackets, pointed, double in Word, Excel

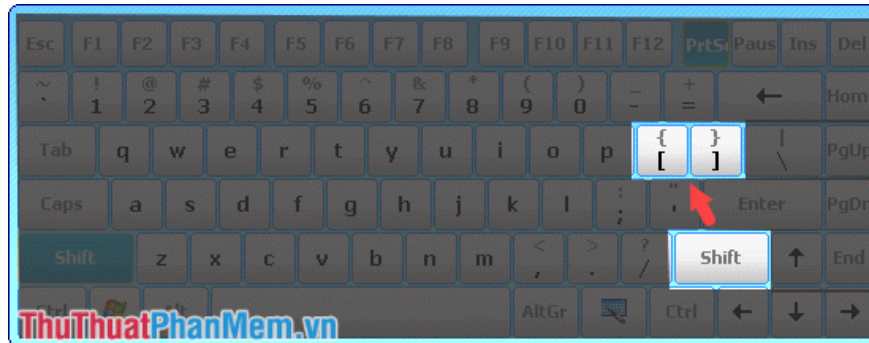
Method 1: Insert brackets in Word, Excel with the keyboard keys on the keyboard

When we use Vietnamese keyboard such as VietKey, Unikey, EVkey . then typing the square brackets will turn into "?" or "?". We can handle it as follows:

- Double-click the square button to insert a square bracket.



- Press **Shift** + double-click the square / quotation marks button to insert curly brackets.

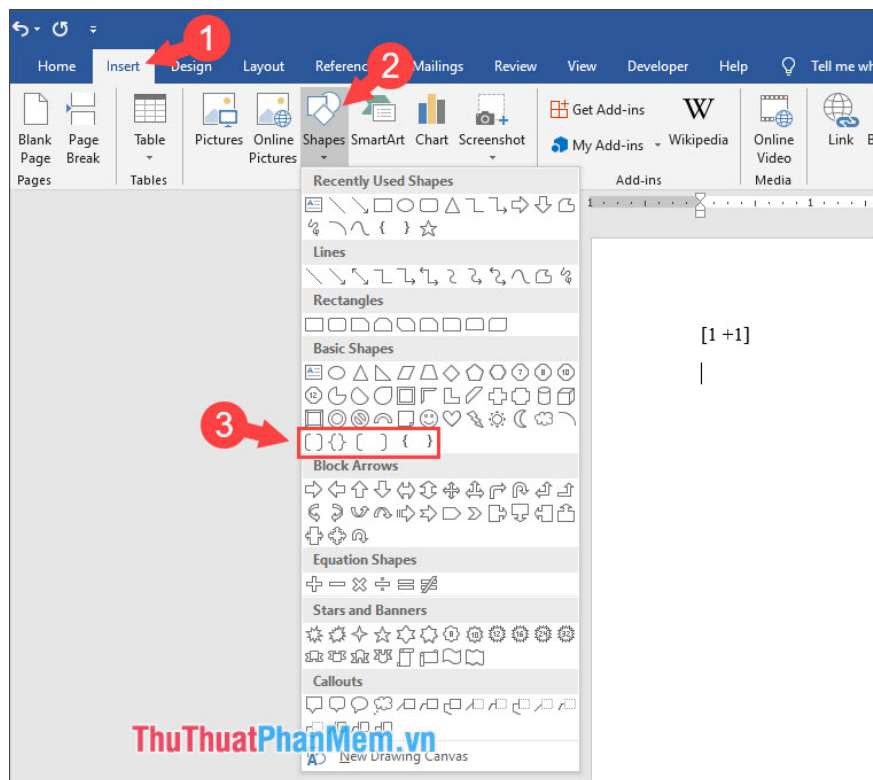


- Press **Shift** + click quotation marks to insert quotes.

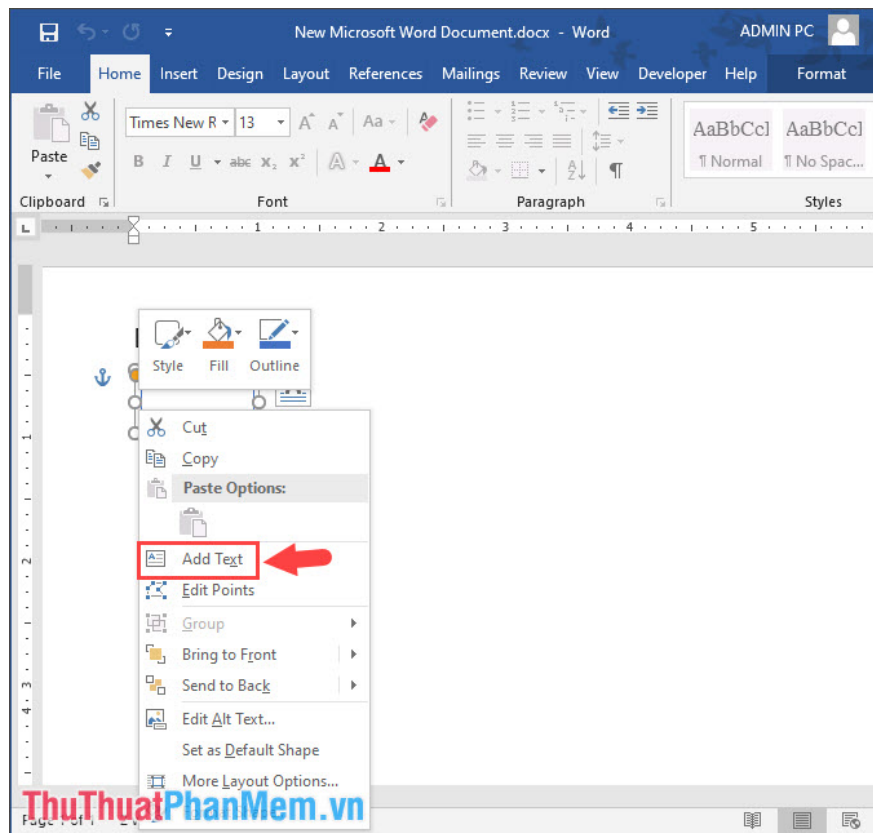


Method 2: Insert brackets in Word, Excel with Shape

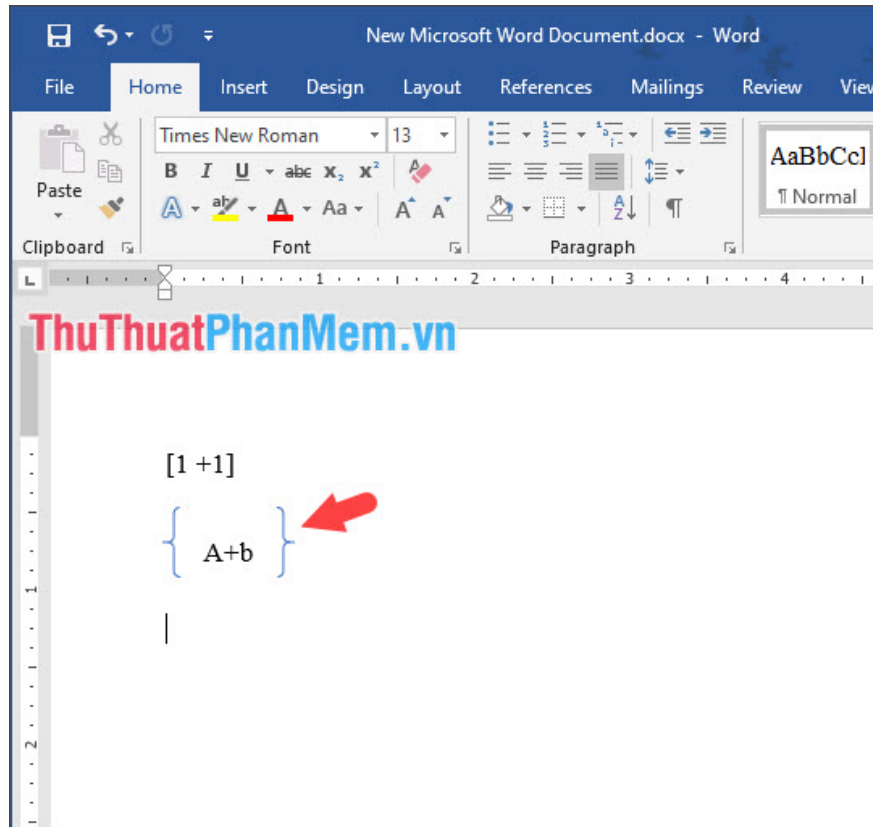
Step 1: You place the cursor position where you need to insert brackets. Then go to **Insert** => **Shapes** menu and select the braces to insert.



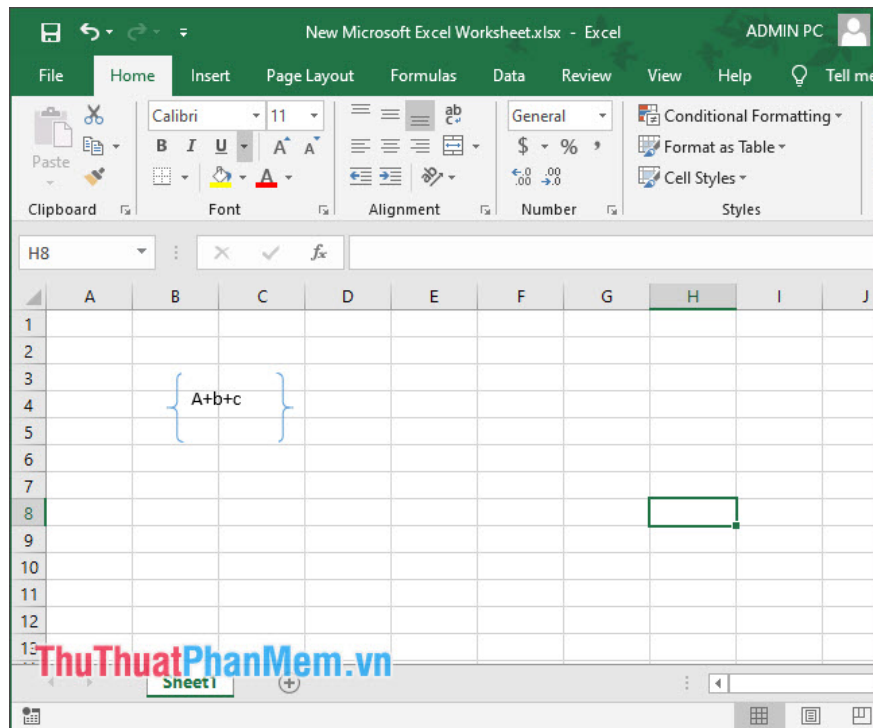
Step 2: Drag a region in Word and right-click and select **Add Text** .



And the result as shown below is successful.

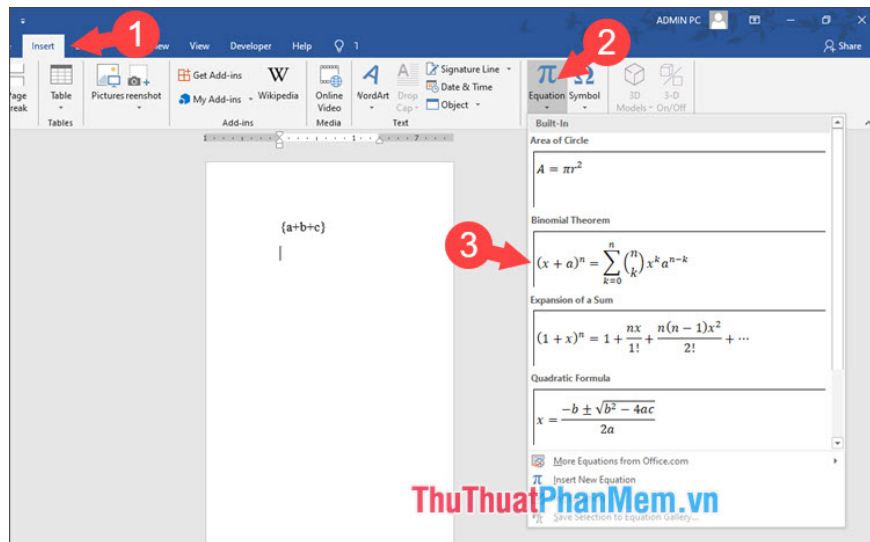


With Excel, you can do the same thing.

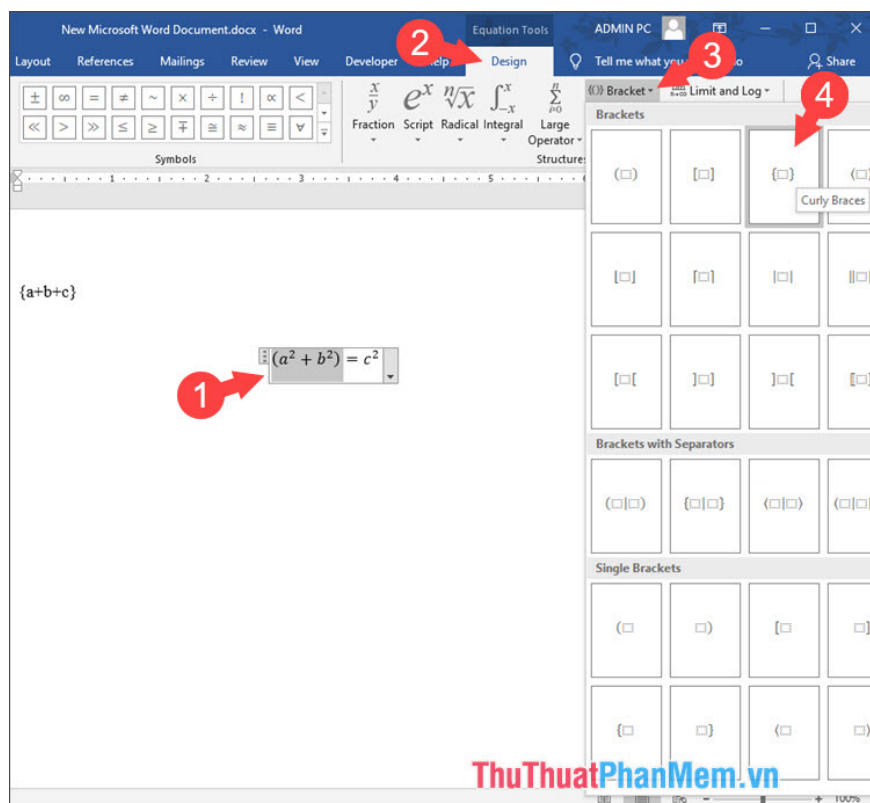


2. Insert brackets on Word, Excel in mathematical expressions

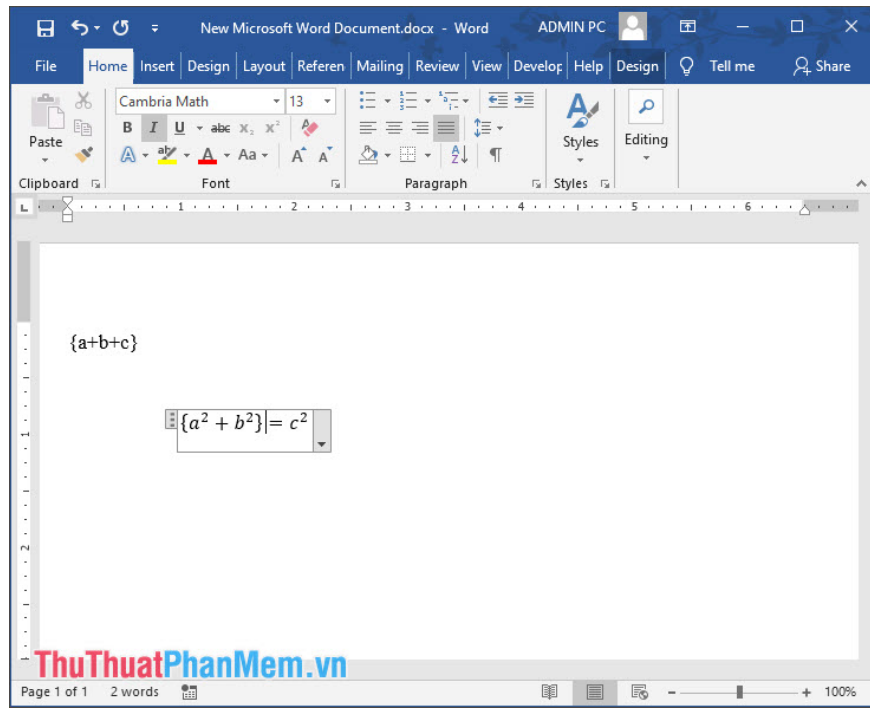
Step 1: First, we have to insert the mathematical formula. You go to the menu **Insert** => **Equation** and select the appropriate mathematical expression to insert.



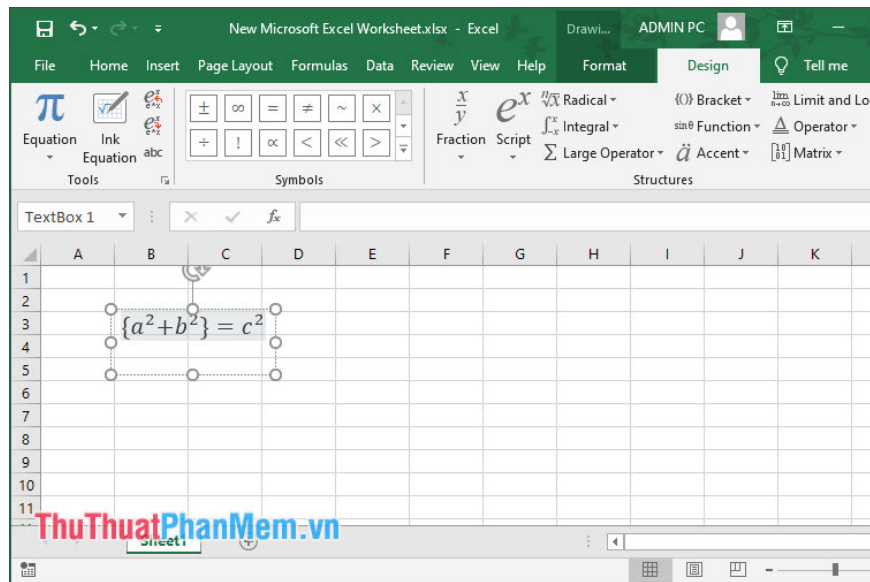
Step 2: We highlight the mathematical formula to be inserted. Then go to **Design** => **Bracket** menu and select the type of square brackets that you need to insert.



And the result is as shown below is successful.



For Excel we do the same thing.



With instructions for inserting brackets in Word and Excel, we can practice and insert brackets in mathematical expressions and formulas more conveniently and easily. Good luck!

You finished reading the article "**How to insert brackets in Word, Excel square brackets, curly brackets, double quotation marks**" 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.