

How to write exponential numbers in Word

How to write exponential numbers in Word If you are writing an article related to mathematical equations or formulas, you most likely have to use exponents. To learn how to write exponents in Word, read the article below.

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How to write exponential numbers in Word 2019, 2016, 2013

Use a combination of 3 keyboard shortcuts Ctrl + Shift + +

To write the superscript, such as Y to the fourth: first place the mouse pointer immediately after the letter you want to write the exponent on, and continue to press the keyboard shortcut **Ctrl + Shift + +** . At that point, the apostrophe will be moved to the top smaller than the normal lettering.

Write the exponent with Symbols

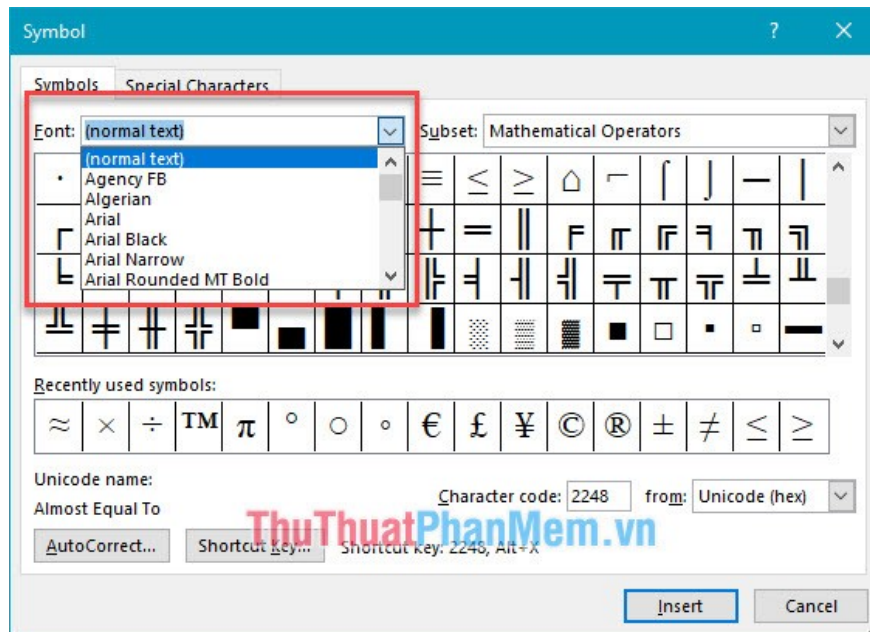
Step 1: Go to Insert menu => **Symbol** => **More Symbols** (**Symbols** allow you to insert special symbols into the text).



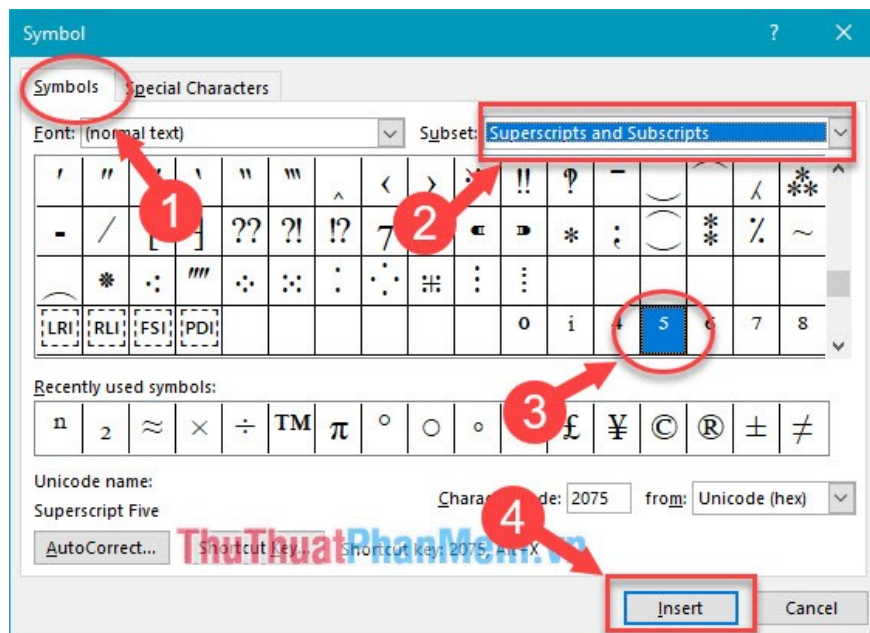
Step 2: After the **Symbol** dialog box appears => **Symbols**

- Select the font you want to display the exponent. In most cases you will want to display the exponent in the same font as the rest of the text, so you can leave the Font as **normal text**.

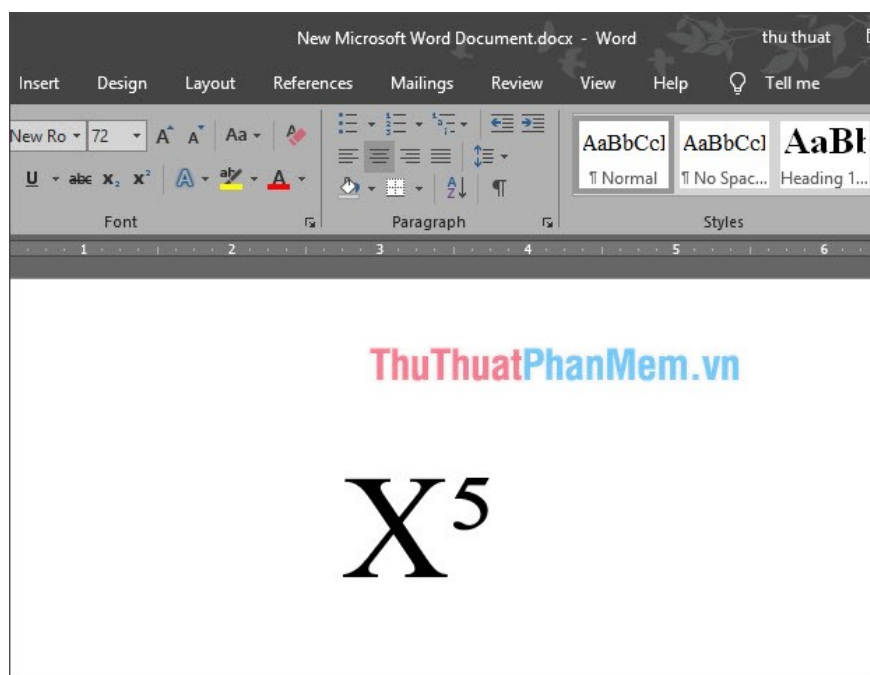
If you want to display the exponent in a different font, click the down arrow button in the right corner of the drop-down list and select the font to display the exponent.



- Select the exponent you want to display => **Subset** => **Superscripts and Subscripts** => select the exponent you want to display.

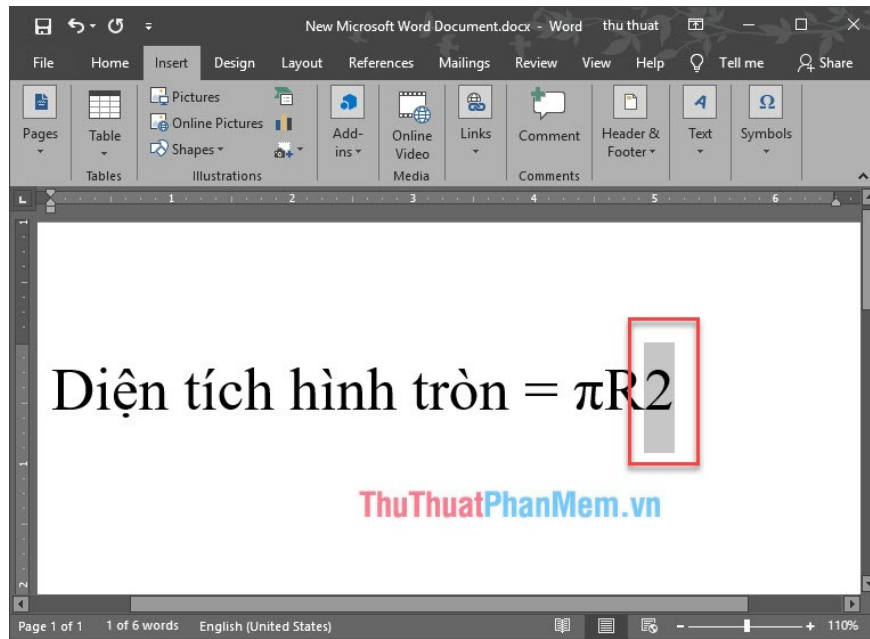


- Results after completing the operation.

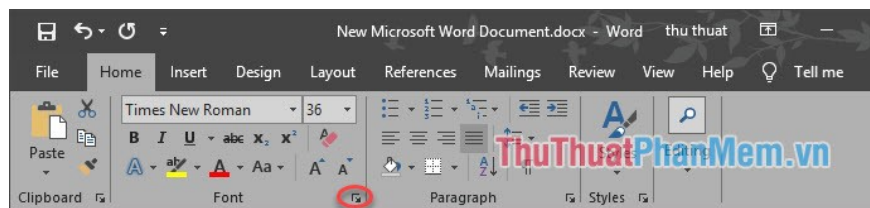


Add exponents using the Font dialog box

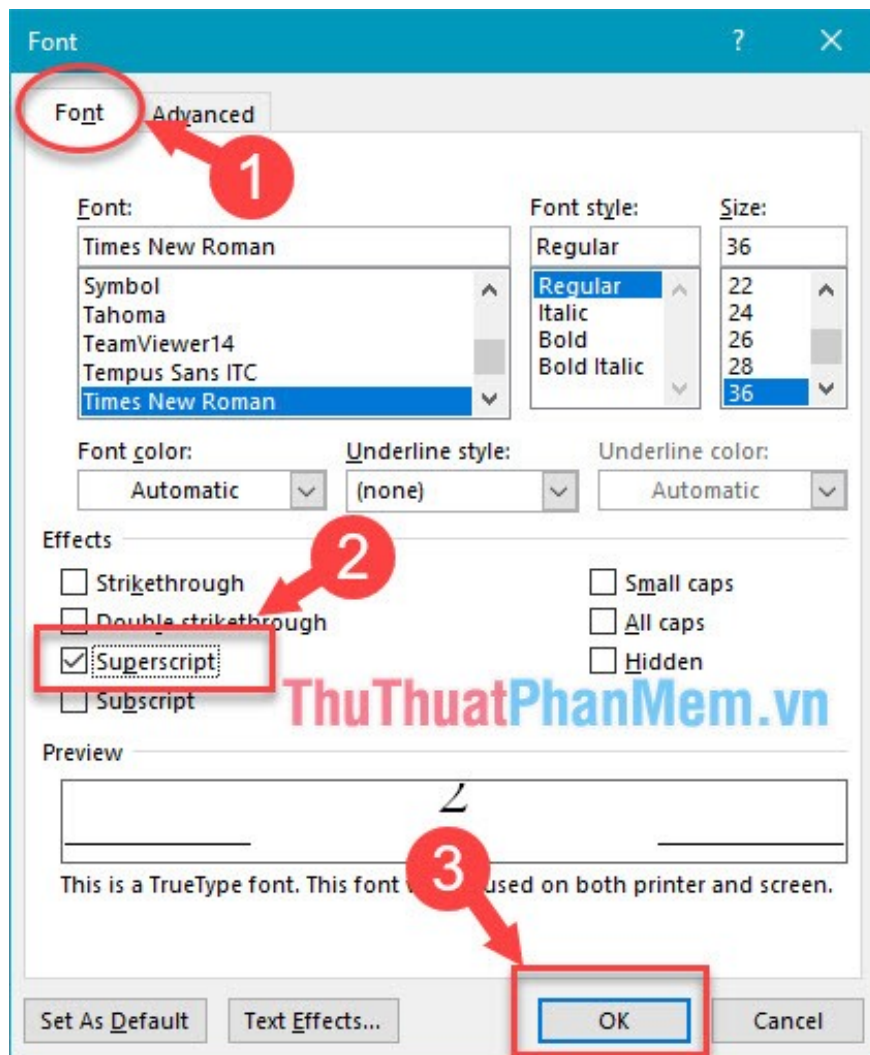
Step 1: Select the text you want to format the exponent => highlight the number or text you want to format the exponent in.



Step 2: Go to the Home menu => Font .



Step 3: Font dialog box opens => Effects => Superscripts => OK .

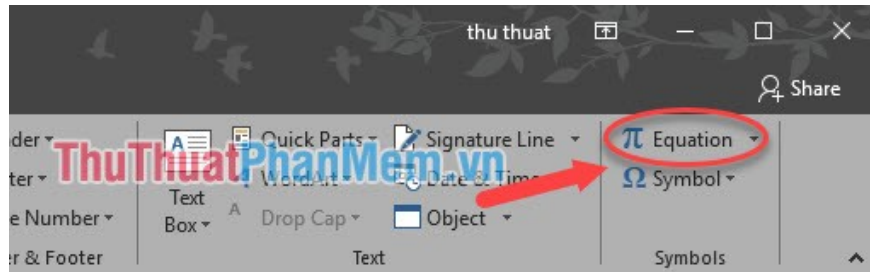


- Results after completing the operation.

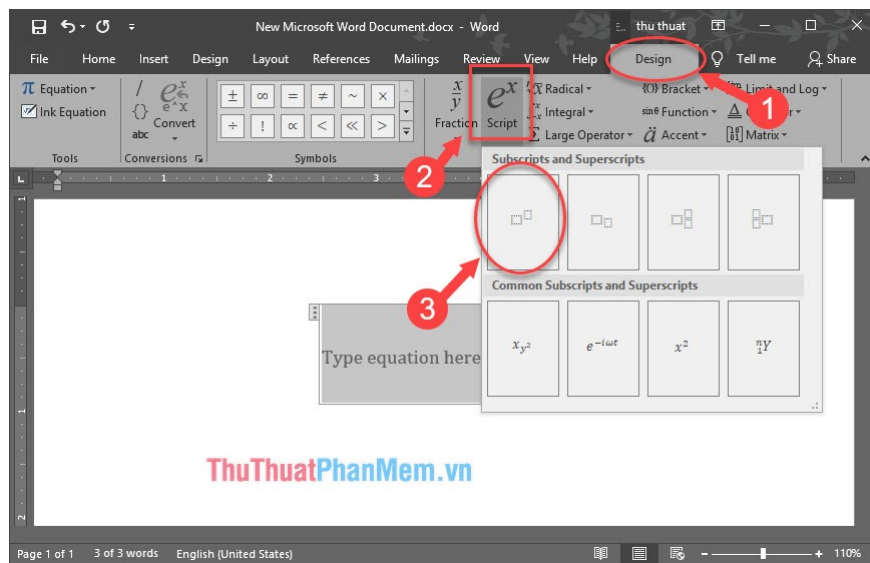


Insert exponents with Equation

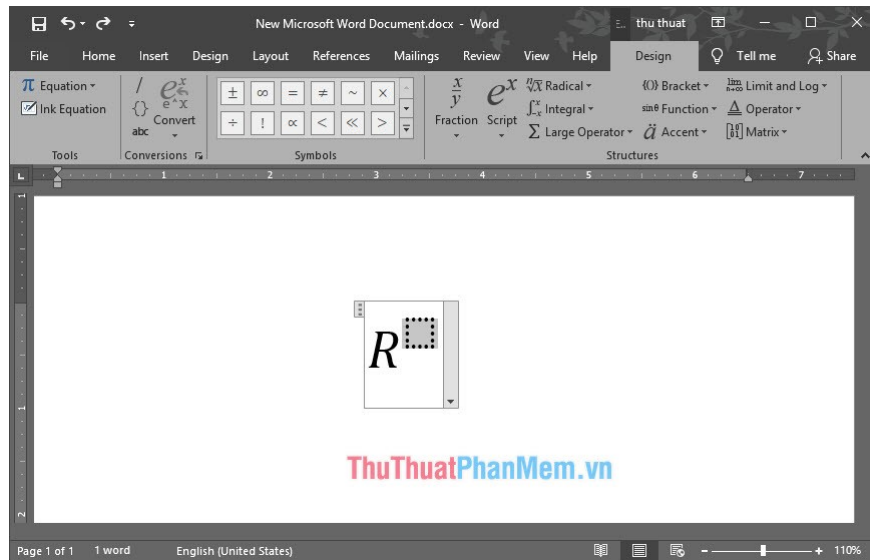
Step 1: Go to Insert menu => Equation => Insert New Equation .



Step 2: Now you will be moved to **Design** , and continue to do as shown below.



Step 3: Continue writing the exponent as shown.



How to write exponential numbers in Word 2010 and 2007

Write the exponent with Symbols

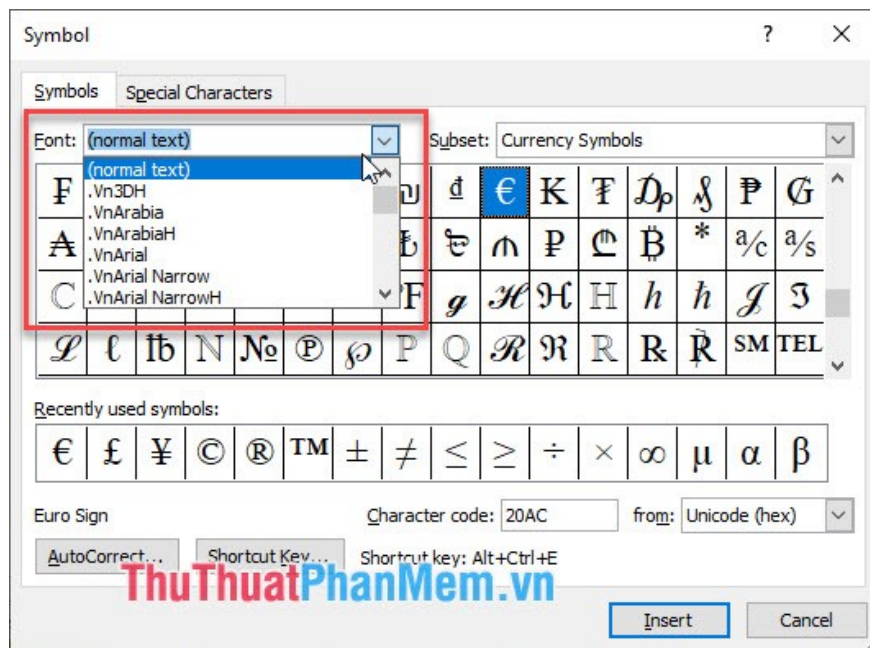
Step 1: Go to **Insert** menu => **Symbol** => **More Symbols** (Symbols allow you to insert special symbols into the text).



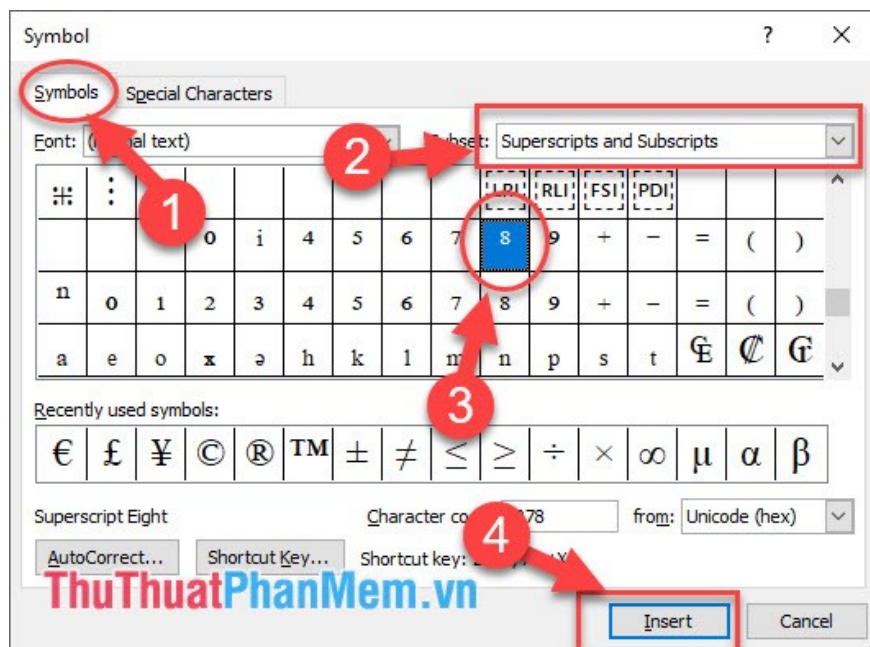
Step 2: After the **Symbol** dialog box appears => **Symbols** .

- Select the font you want to display the exponent. In most cases you will want to display the exponent in the same font as the rest of the text, so you can leave the Font as **normal text** .

If you want to display the exponent in a different font, click the down arrow button in the right corner of the drop-down list and select the font to display the exponent.

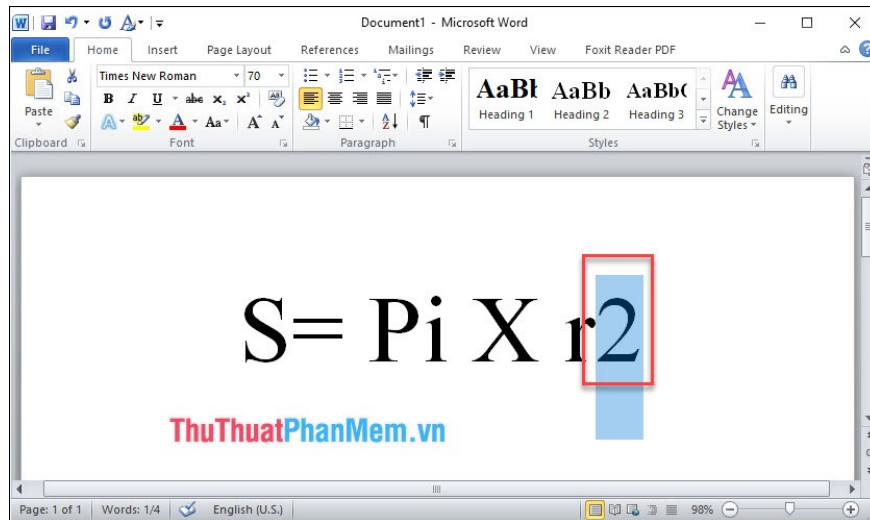


Select the exponent you want to display => **Subset** => **Superscripts and Subscripts** => select the exponent you want to display.

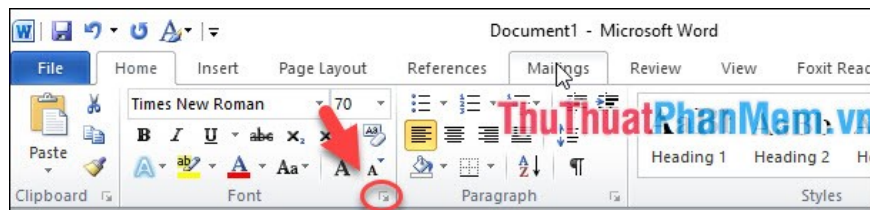


Add exponents using the Font dialog box

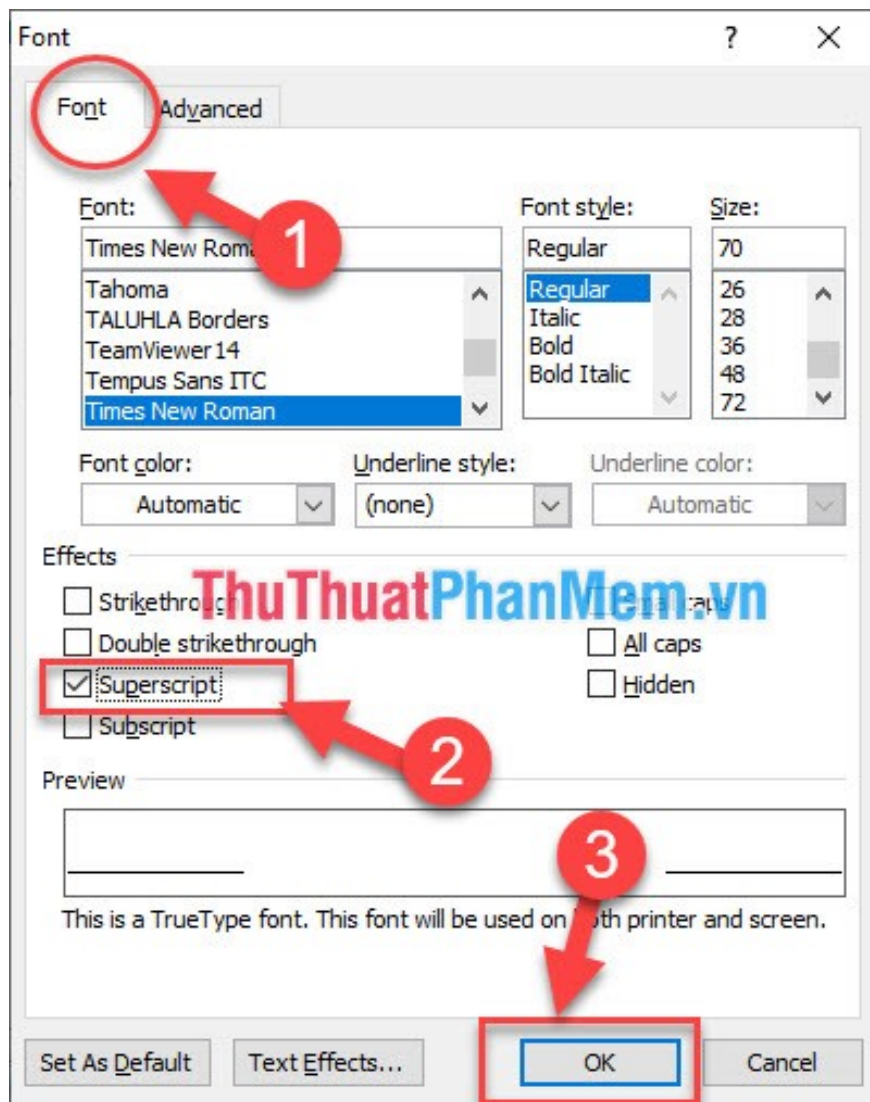
Step 1: Select the text you want to format the exponent => highlight the number or text you want to format the exponent in.



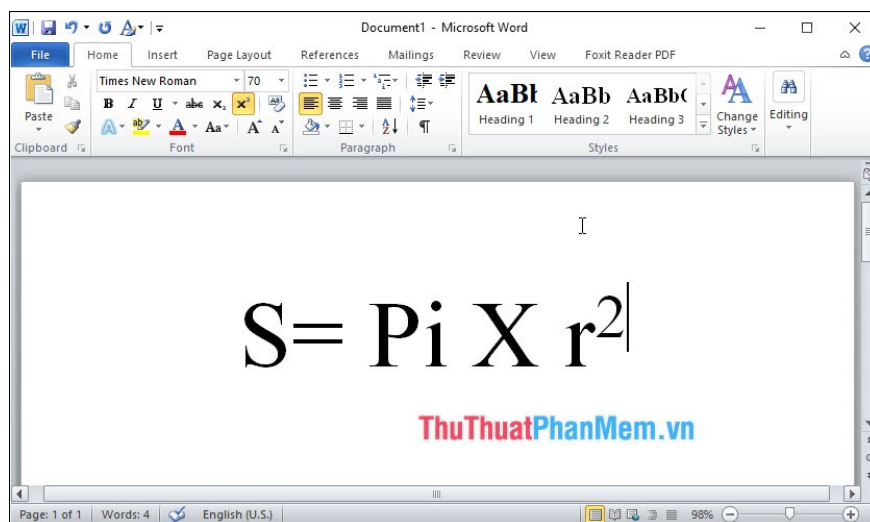
Step 2: Go to the Home menu => Font .



Step 3: Font dialog box opens => Effects => Superscripts => OK .

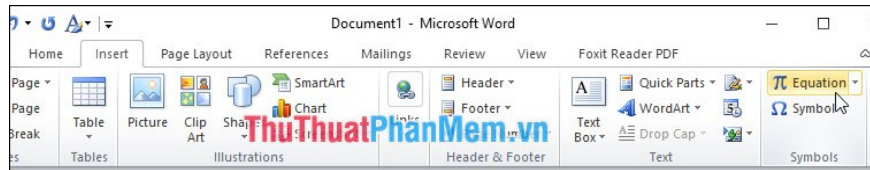


- Results after completing the operation.

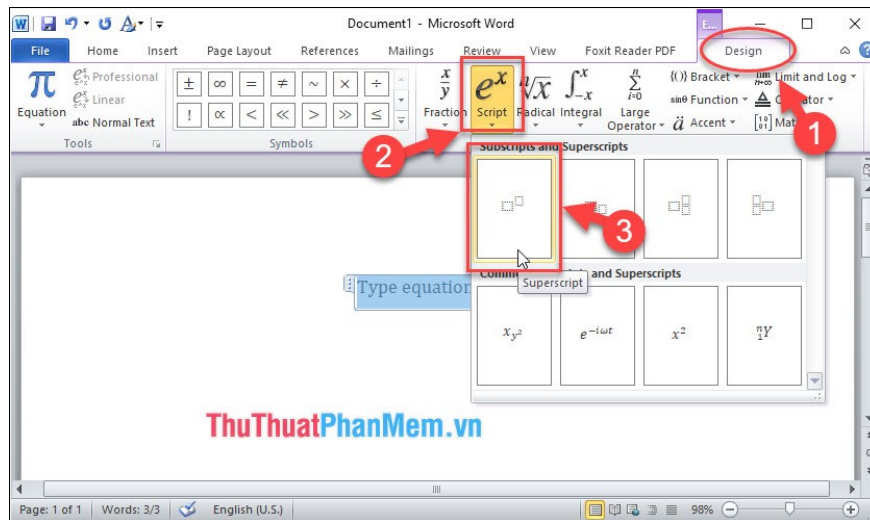


Insert exponents with Equation

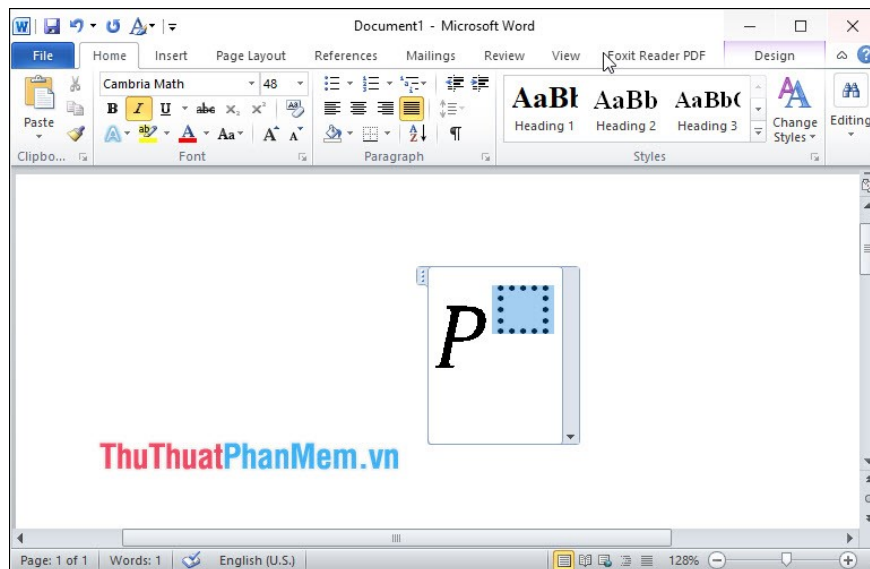
Step 1: Go to Insert menu => Equation => Insert New Equation .



Step 2: Now you will be moved to Design , and continue to do as shown below.



Step 3: Continue writing the exponent as shown.



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