

How to write fractions in Word - Instructions on how to write fractions in Word 2007, 2010, 2013, 2016

How to write fractions in Word - Instructions on how to write fractions in Word 2007, 2010, 2013, 2016. In the drafting process you want to insert mathematical formulas or a simple calculation based on a template. In the following article helps you to insert the above mathematical formula

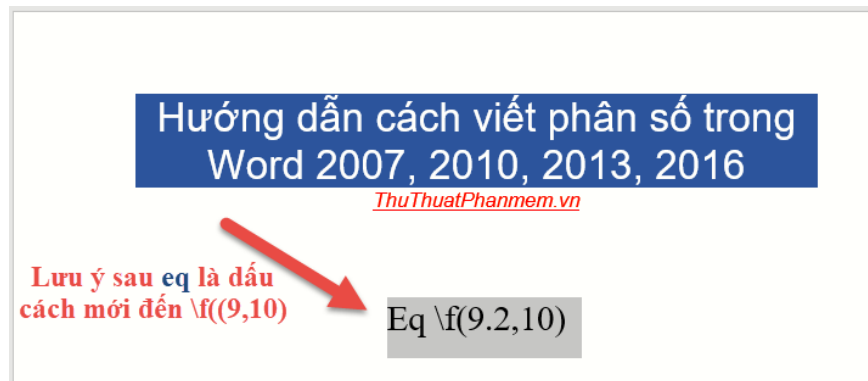
In the drafting process you want to insert a mathematical formula or simply a sample based calculation. In the following article, you can help you insert math formulas in Word 2007, 2010, 2013 and 2016 versions

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 Word 2007, 2010, 2013, 2016
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$$\frac{9.2}{10} + \frac{8}{5} = \frac{9.2 + 16}{10} = \frac{25.2}{10} = 2 \frac{5.2}{10}$$

Method 1: Write fractions using a keyboard shortcut

Place the cursor at the position where you want to write the fraction -> Enter the formula eq f (9,10) note that following eq is a space:



Selecting the whole formula press **Ctrl + F9**, the formula result is enclosed with curly braces:



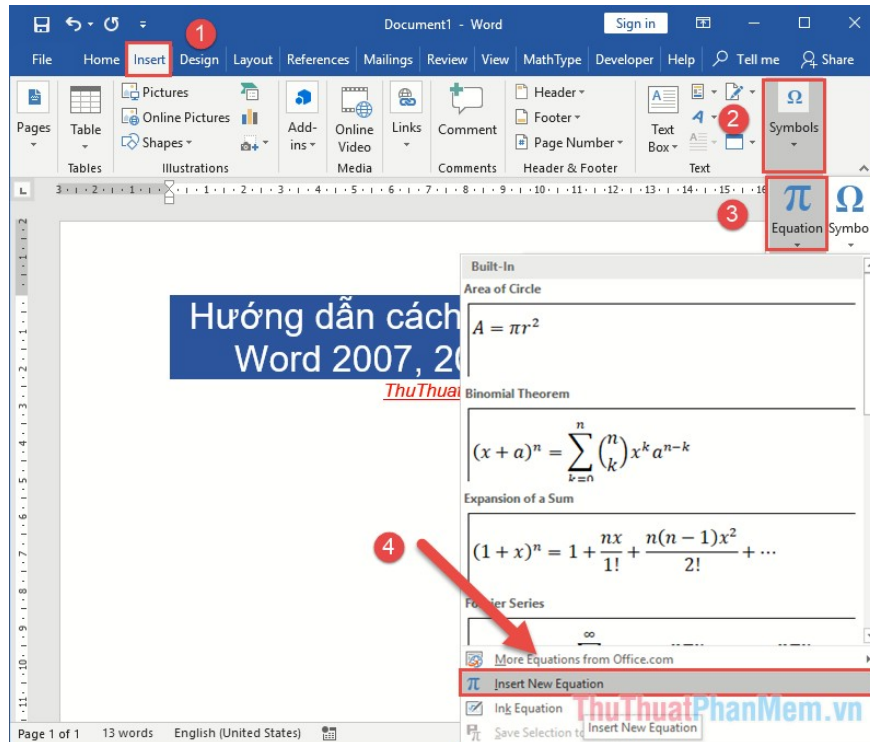
The next step highlights the whole formula and press **Shift + F9**. If when you press **Shift + F9** can not create fractions, you can press **Alt + F9** twice. The result you wrote the fraction:



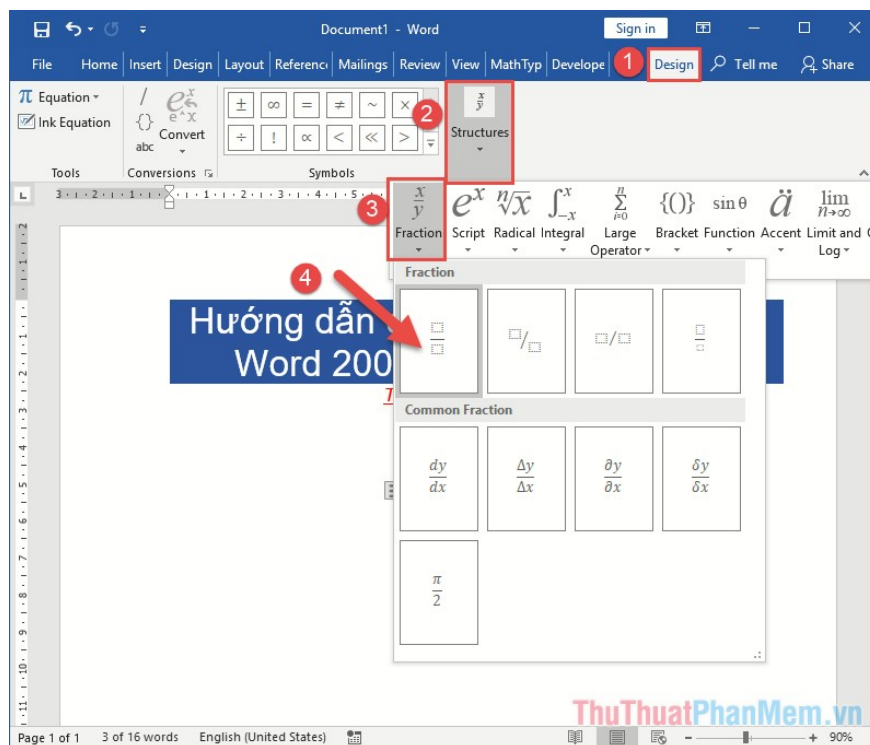
So you can write fractions in Word quickly. However, memorizing formulas and steps to create fractions in this way takes a lot of work. If you work with multiple fractions, do it in the second way.

Method 2: Write fractions using the Equation tool in Word

Step 1: Place the cursor at the position you want to write the fractions -> on the **Insert** tab -> **Symbols** -> **Equation** -> **Insert New Equation**:



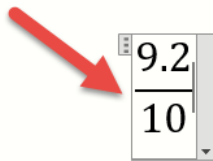
Step 2: Enter the data area in the formula, click **Design** -> **Structures** -> **Fraction** -> choose the fraction format you want to write:



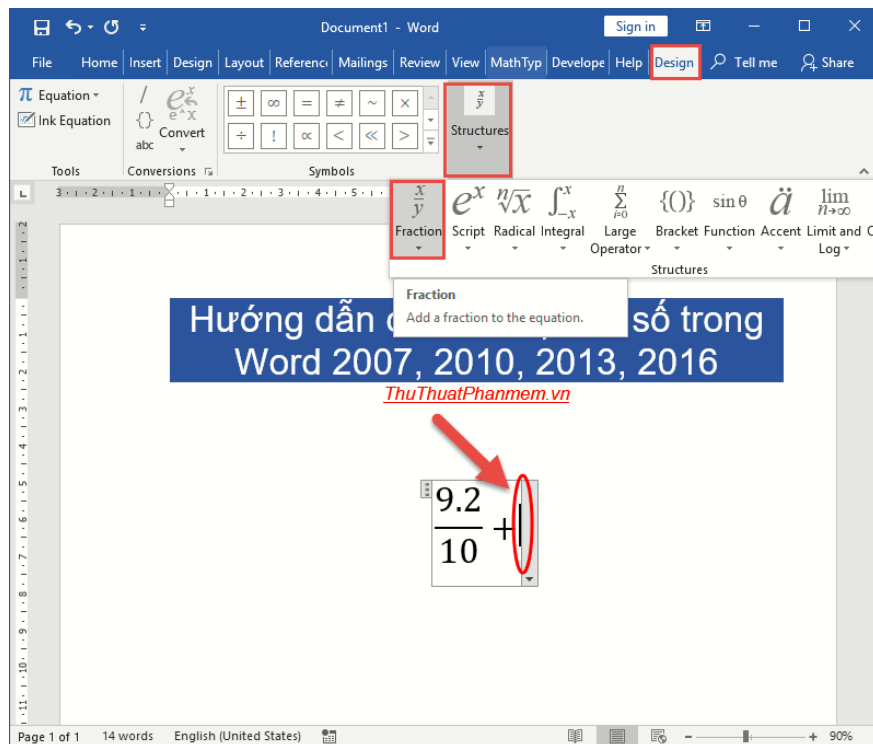
Step 3: After selecting the type of fraction you want to create -> the data area displays the fraction format you have chosen, all you need to do is enter the numerator and denominator for the newly created fraction:

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To write the next fraction, place the cursor in the formula area -> repeat the selection of the fraction form:



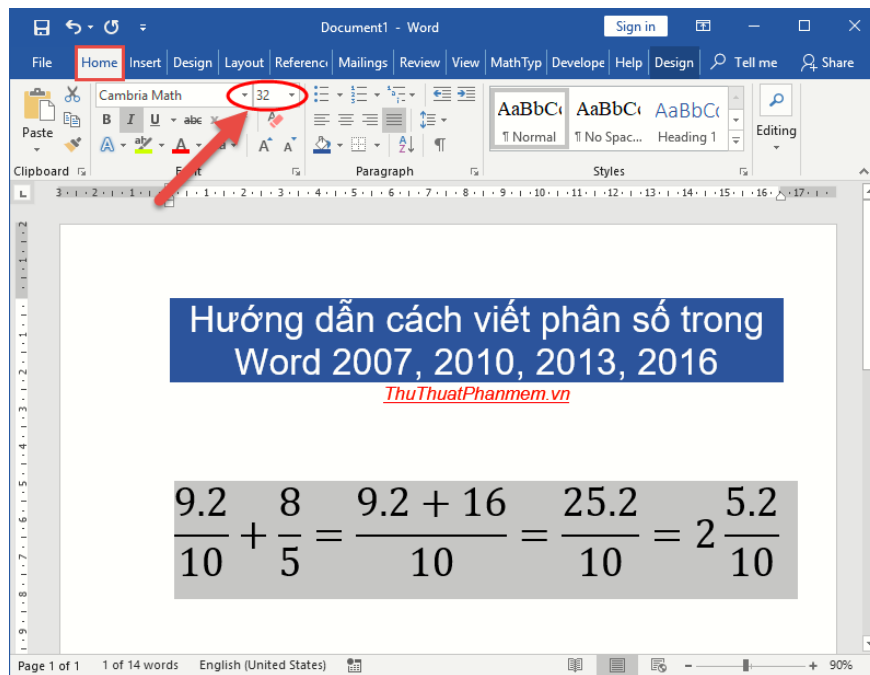
The result you created the desired fractions:

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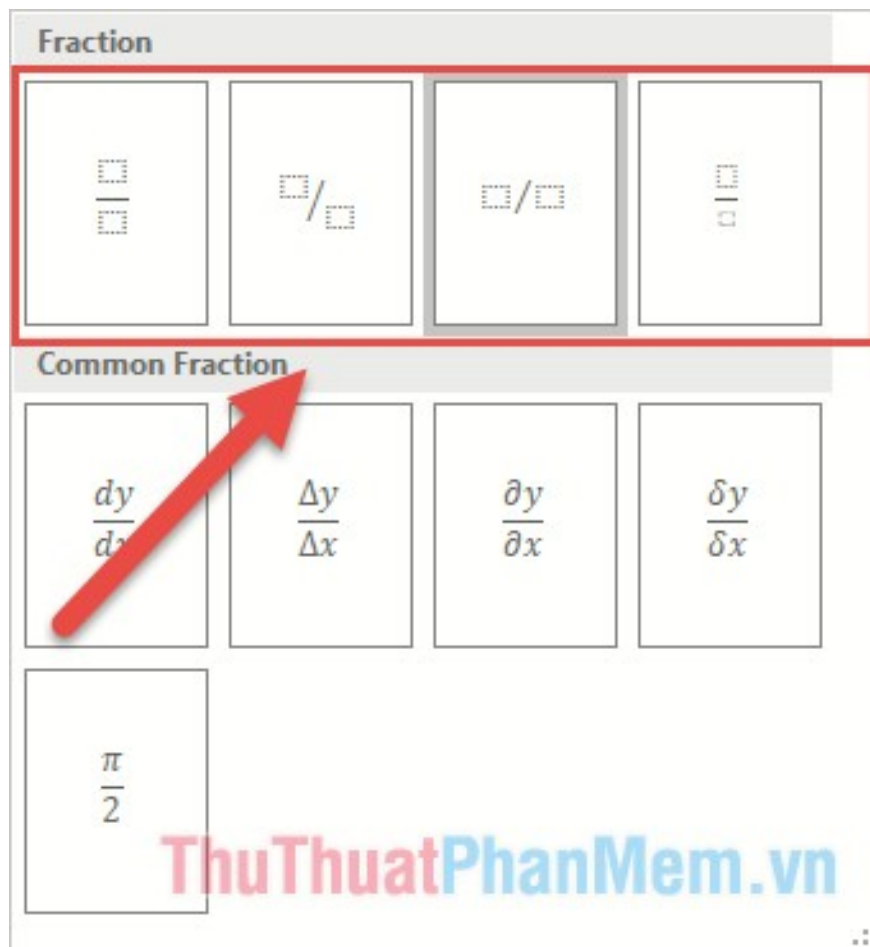
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$$\frac{9.2}{10} + \frac{8}{5} = \frac{9.2 + 16}{10} = \frac{25.2}{10} = 2\frac{5.2}{10}$$

You want to edit the size of the mathematical formula, you just need to select the whole formula -> go to the **Home** tab to change the size in the **Size** section :



In addition, for each problem, you can choose different types of fractions format, there are 4 types:



The example uses the list of fractions that can use the second format:

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1/2, 5/6, 9/7

The above are some ways to help you create fractions on Word 2016. With versions 2007, 2010 and 2013 you do the same thing. Good luck!

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