

# Insert brackets in Word, Excel

Inserting brackets in Word or Excel often appears in Math or Chemistry expressions.

When entering Math or Chemistry expressions in Word or Excel, the insertion of brackets is often done. With complex problems, we can use MathType software to quickly enter content. If all forms are simpler, you can easily insert Math formulas in Word directly from the available symbols. There are many ways to insert parentheses in Word and Excel such as curly braces and quotation marks. The following article will guide you to read parentheses in Word, Excel.

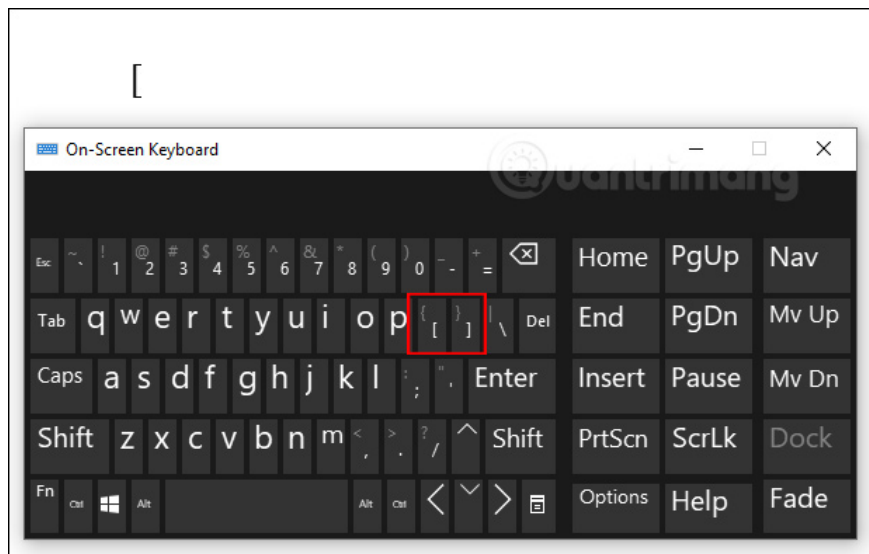
1. How to insert Math expressions on Word 2007
2. How to write math formulas on Word with MathType
3. How to write formulas in Word
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## 1. Insert brackets in Word, Excel

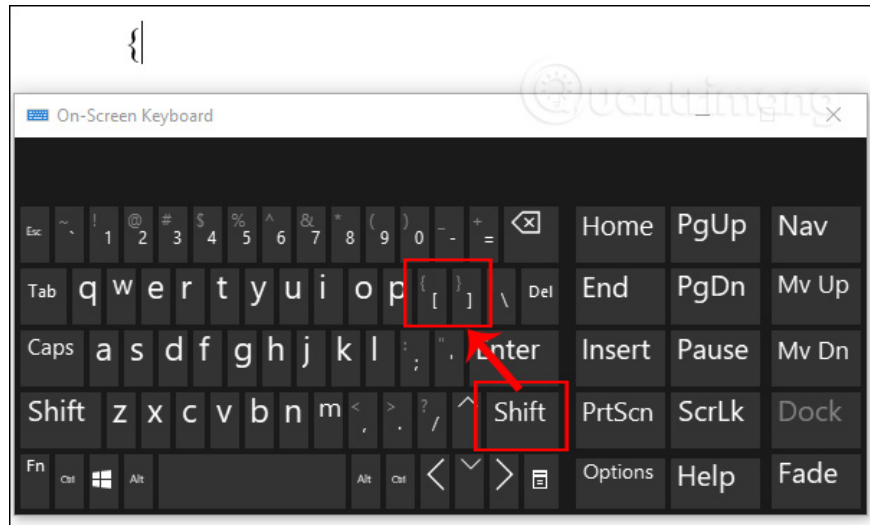
### Method 1: Insert brackets with the keyboard

There are parentheses on the keyboard, which are used to enter the content of the expression. However, because you type Vietnamese on your computer with Vietnamese typing tools, when you press the key, the parentheses will change to a letter or a.

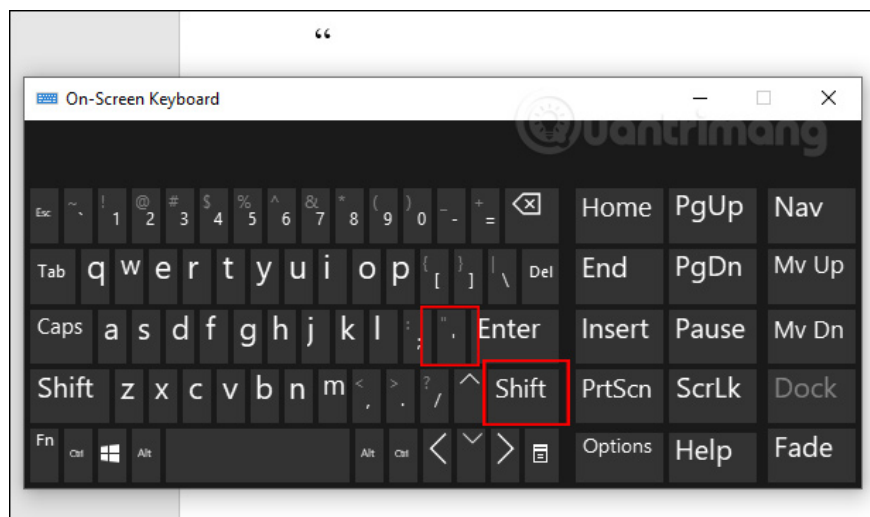
To **create square brackets** , we need to press twice in square brackets.



To **insert curly braces** , press the Shift key and double-click the square bracket.



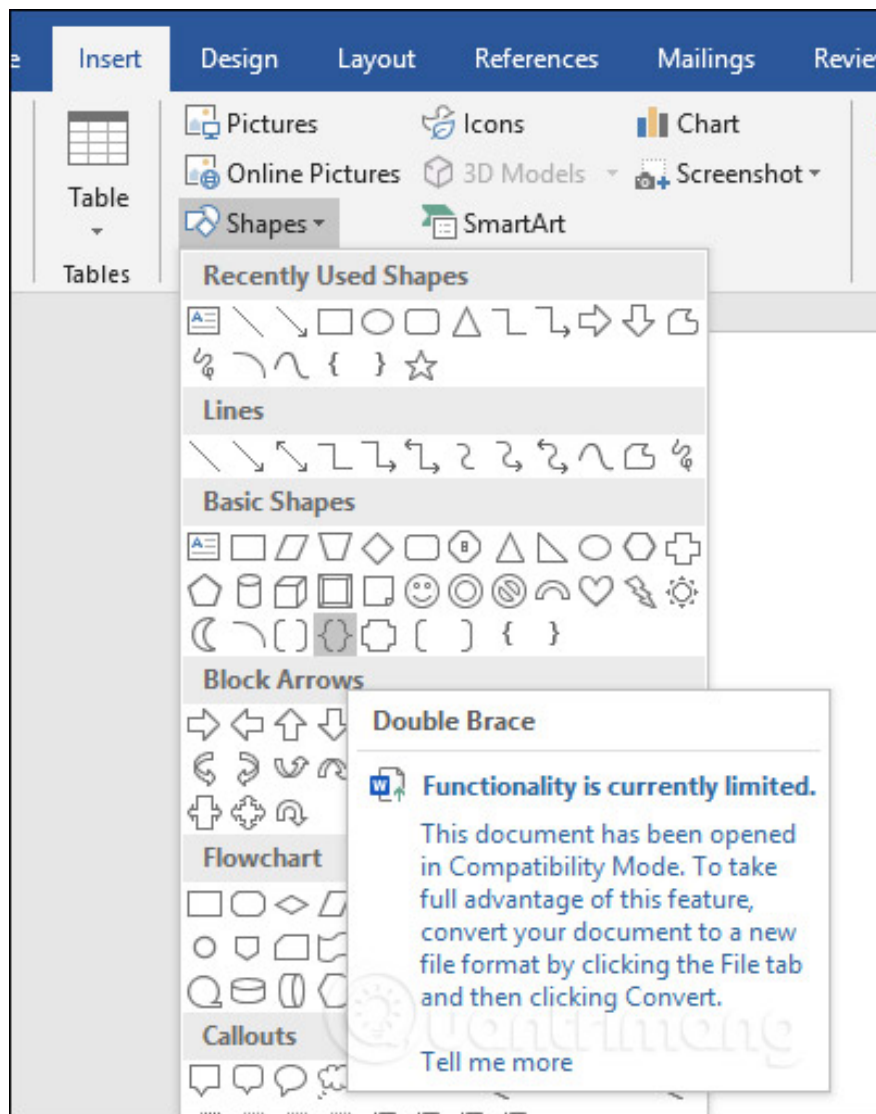
To **insert quotation marks**, press Shift and press quotes.



## Method 2: Insert brackets with Shape in Word

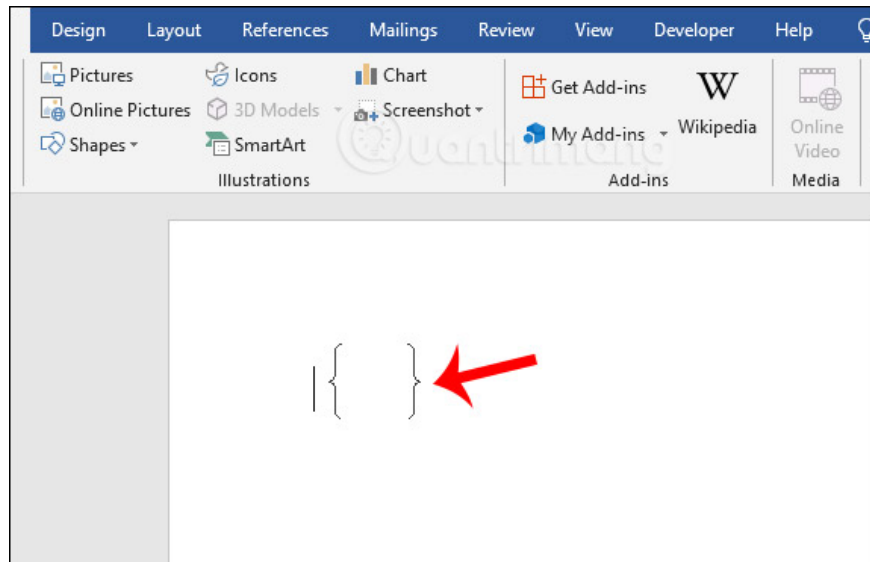
### Step 1:

First, the user places the cursor at the location where the expression needs to be inserted, then click on **the Insert item** and **select Shapes** . In the **Basic Shapes** section on the bottom side show some brackets for use.

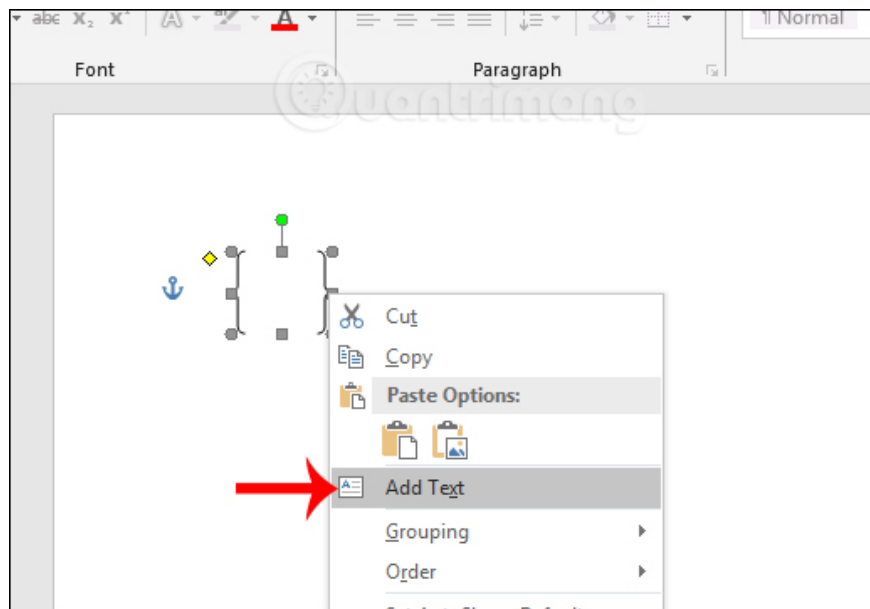


**Step 2:**

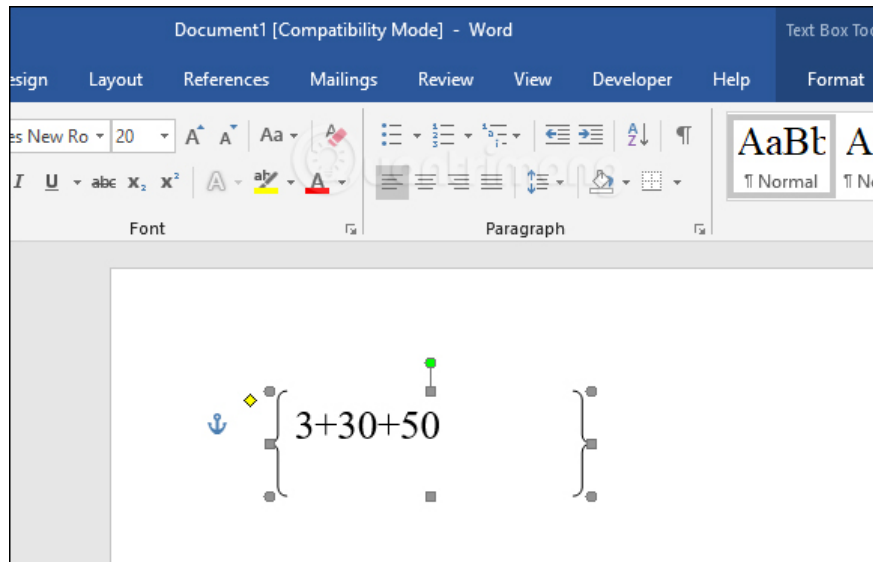
Dragging an area on Word and right clicking will display the selected mark as shown below.



Continue right-click on the frame and **select Add text** to insert the content.



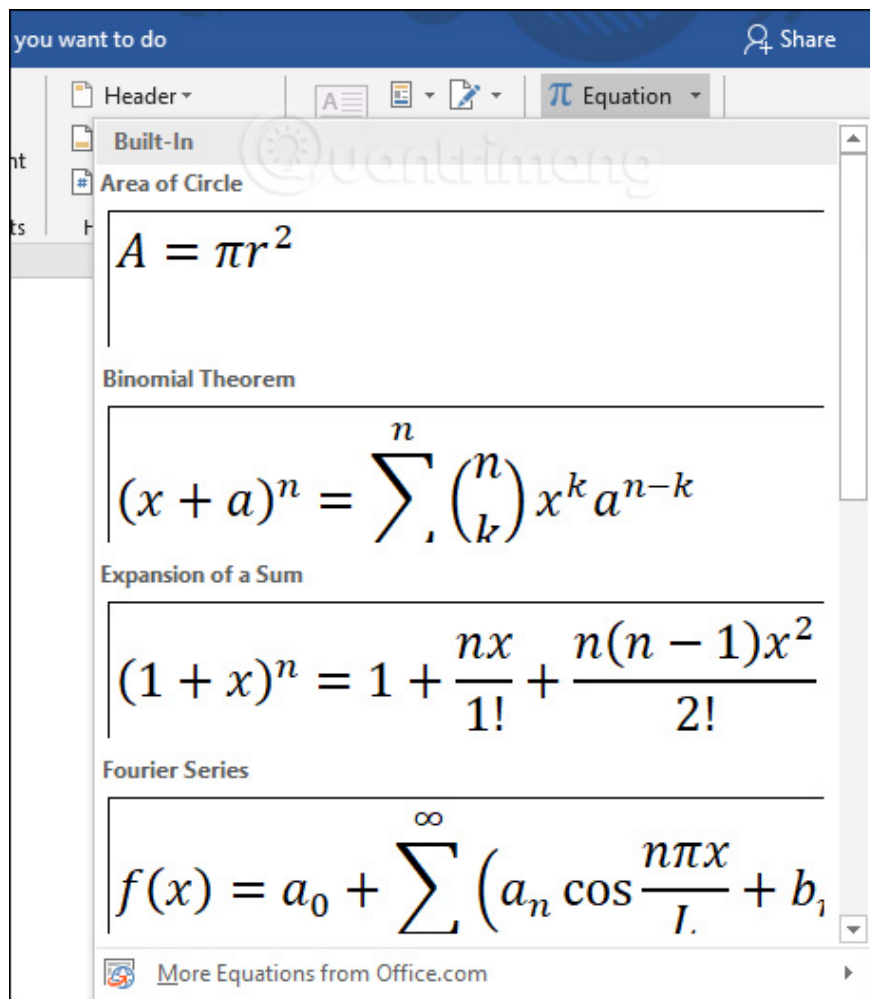
You enter the expressions according to the content request. You can insert the index expression on Word or other content.



## 2. Insert brackets in Word Math expressions

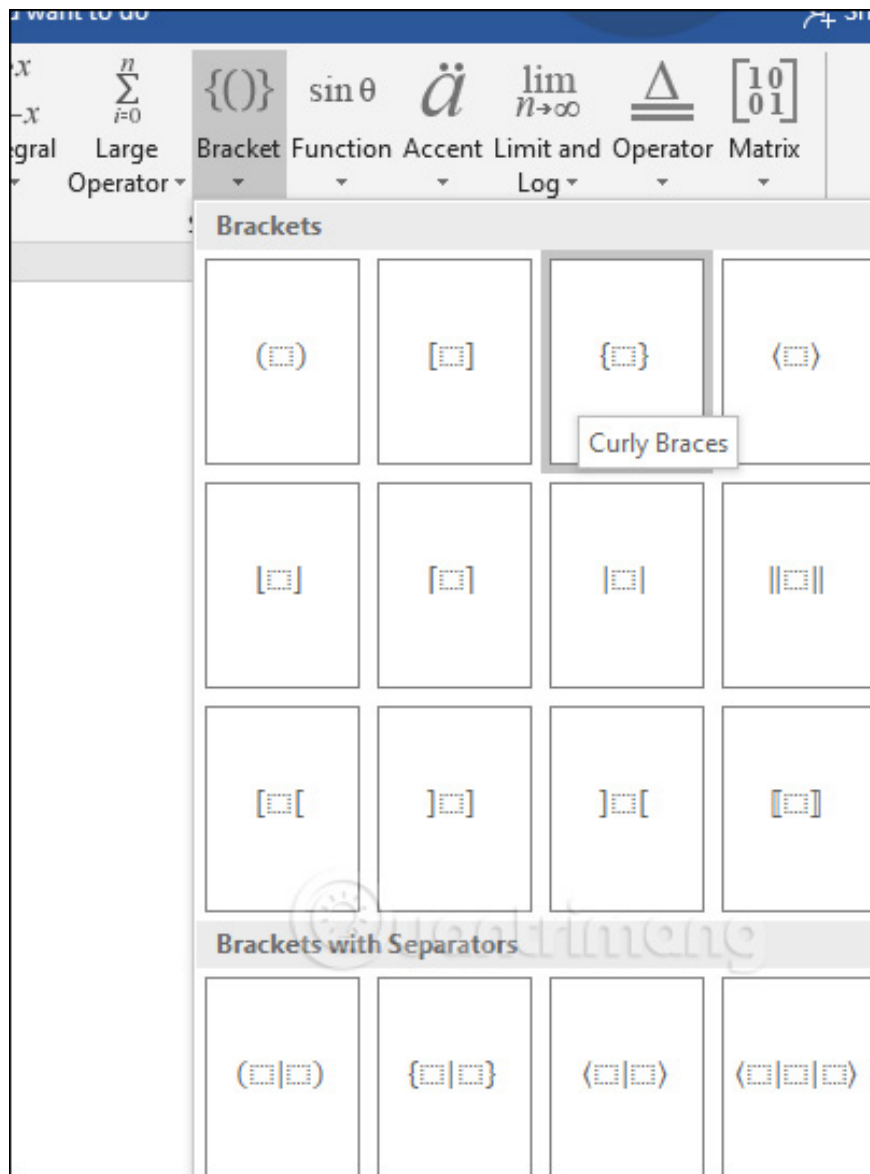
### Step 1:

We click on **Insert** and then select **Equation** then select the Math expression to use.

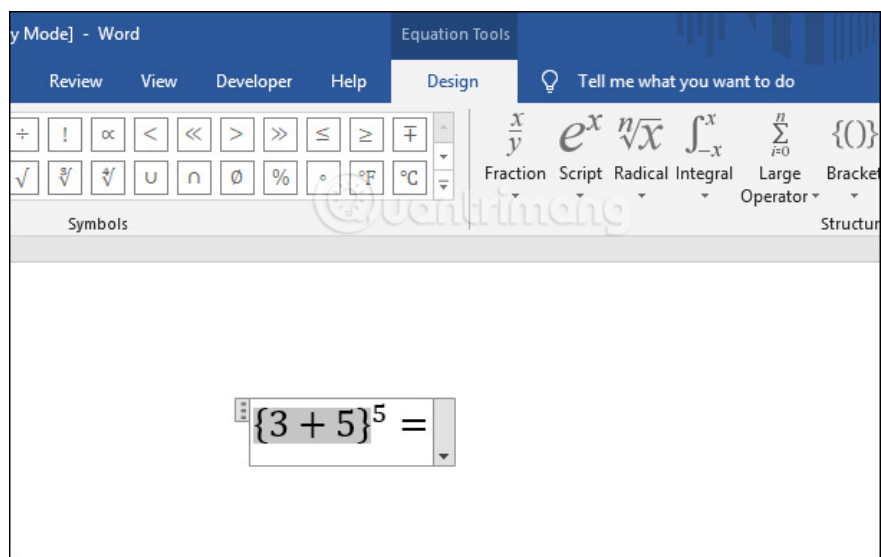


**Step 2:**

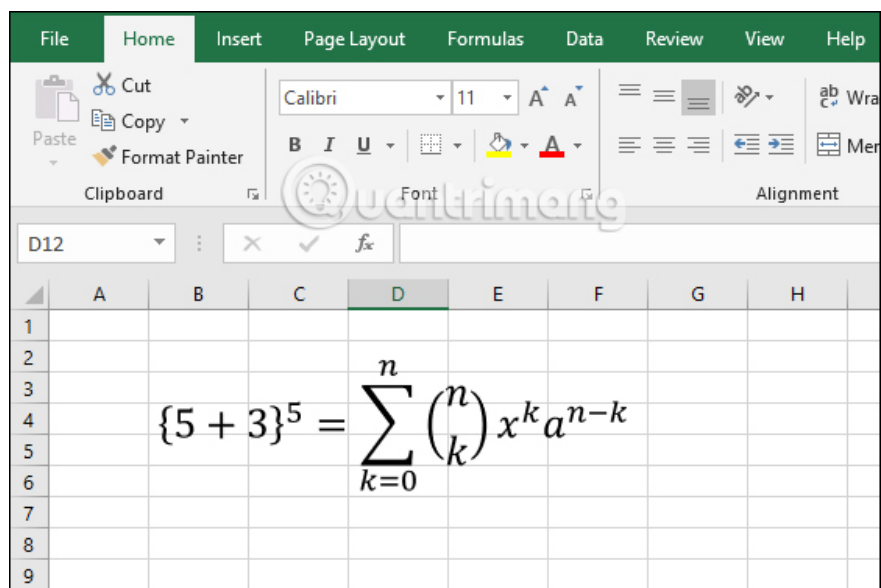
Next, the user blackens the math formula to insert. Then click on **Design** and select **Brackets**, click on the type of curly brackets you need to insert.



The result displays curly brackets for the expression as shown below.



With Excel users also perform the above steps to enter parentheses into expressions in content.



Inserting the types of diacritics in Math or Chemistry in Word and Excel is simple, not too complicated. We will have 2 different ways to display via keyboard and over Equation tool. If the Math expression needs to be short, not complicated, then we can use the keyboard to type brackets as well.

I wish you all success!

You finished reading the article "**Insert brackets in Word, Excel**" 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.