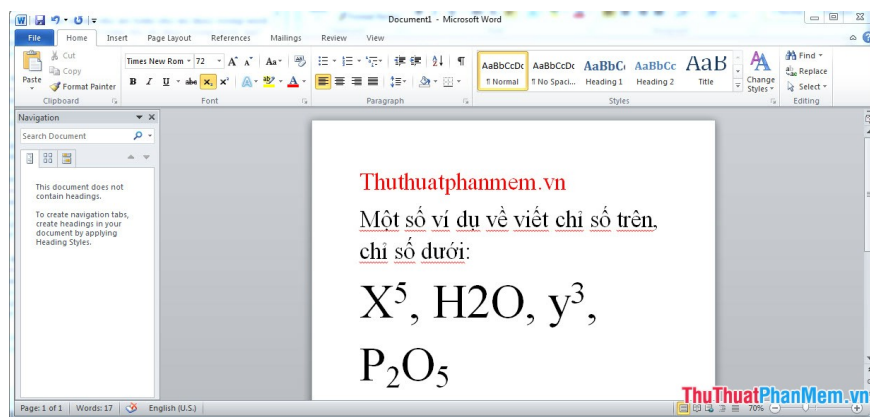


Instructions for indexing on the index on the index in Word

Guidelines for indexing upper and lower numbers in Word to write chemical formulas or first-order equations, quadratic equations, etc.

In the learning process, we often have to write chemical formulas or first-order equations, quadratic equations. So to be able to write them in Microsoft Word software how do we?

How to insert exponential numbers, type indexing on lower indexes in Word



Here, Thuthuatphanmem.vn would like to guide you in three ways (applicable to Microsoft 2007, Microsoft 2010 and Microsoft 2013):

Method 1: Use keyboard shortcuts

- Want to write the index on pressing the keys simultaneously: Ctrl + Shift + =

For example, if you want to write X^3 you do the following: Write X then press Ctrl + Shift + = and write 3, to finish writing the above index, press Ctrl + Shift + =

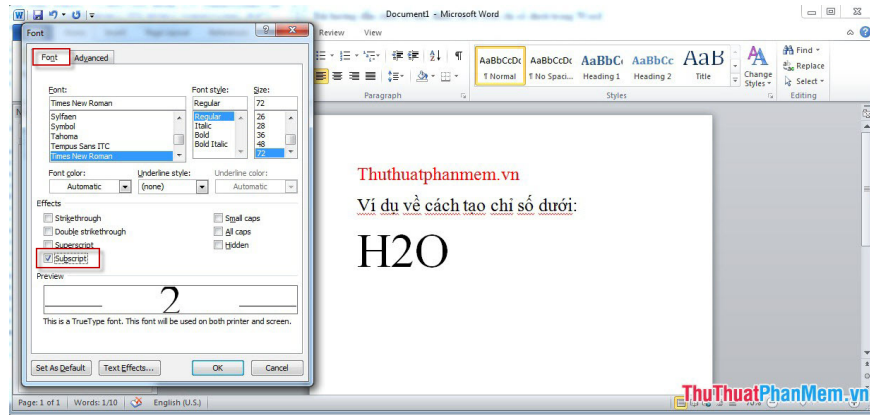
- Want to write the index under the press of the keys simultaneously: Ctrl + =

For example, to write the formula of your country do the following: write H then press Ctrl + = write the number 2 and then press Ctrl + = (to finish writing the index below) and write the number O -> we obtain the formula as follows: H_2O

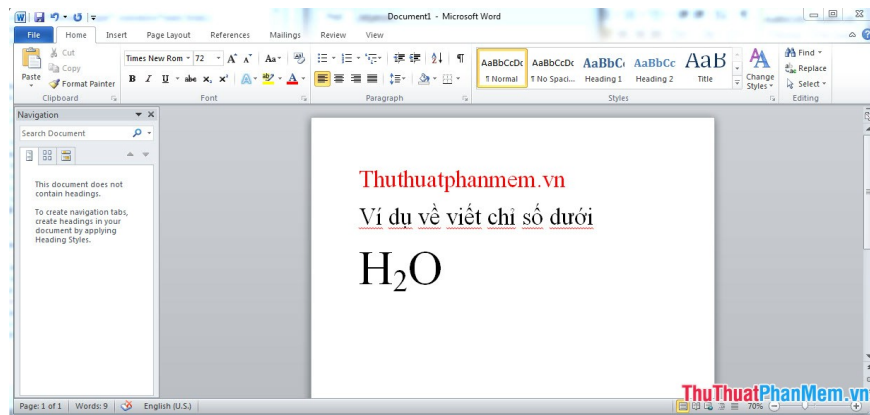
Method 2:

- Click the number you want to create

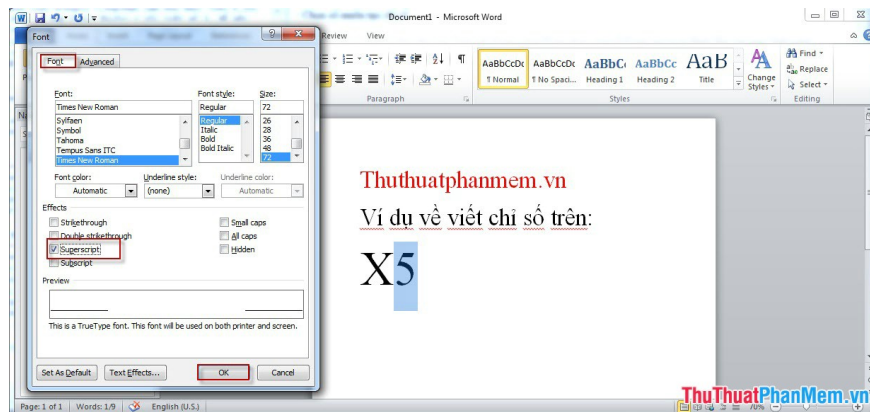
- For the index below we do the following: Choose the index, on the Home tab select Font select, Fonts window opens we tick the Subscript section



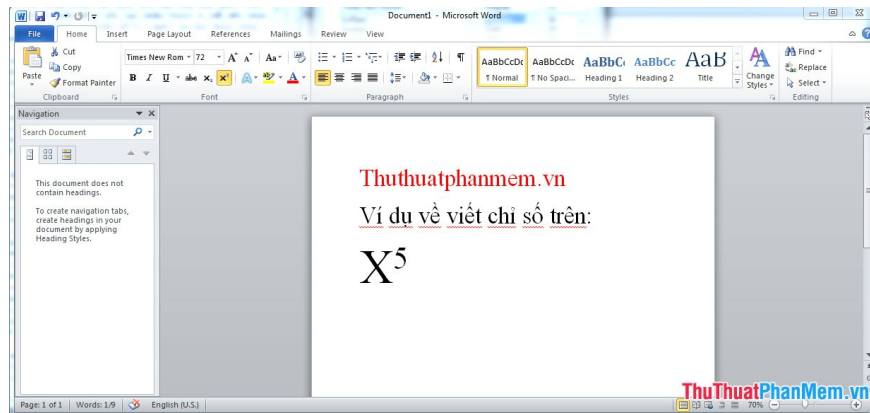
And the result is:



- For the index above we do the following: Select the index, on the Home tab select Font select, Fonts window opens we tick the Superscript section

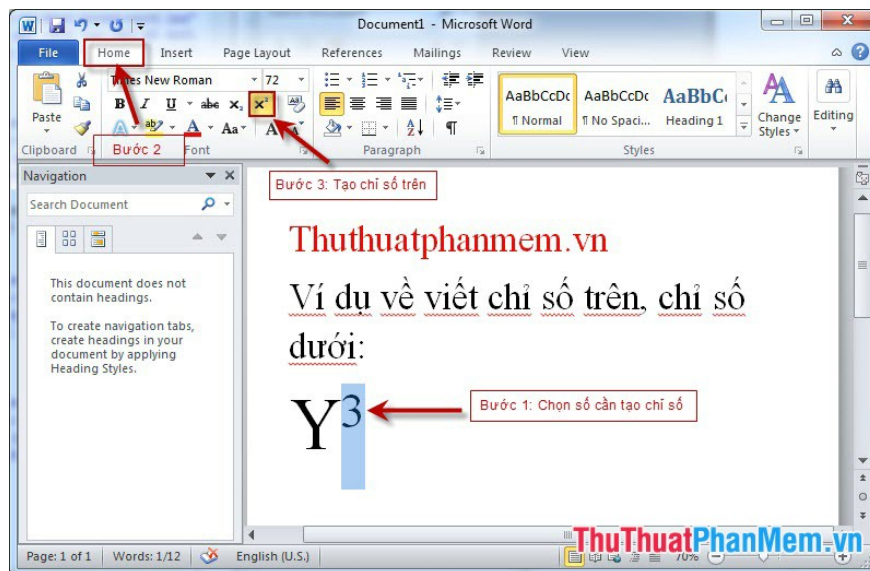


And the result is:

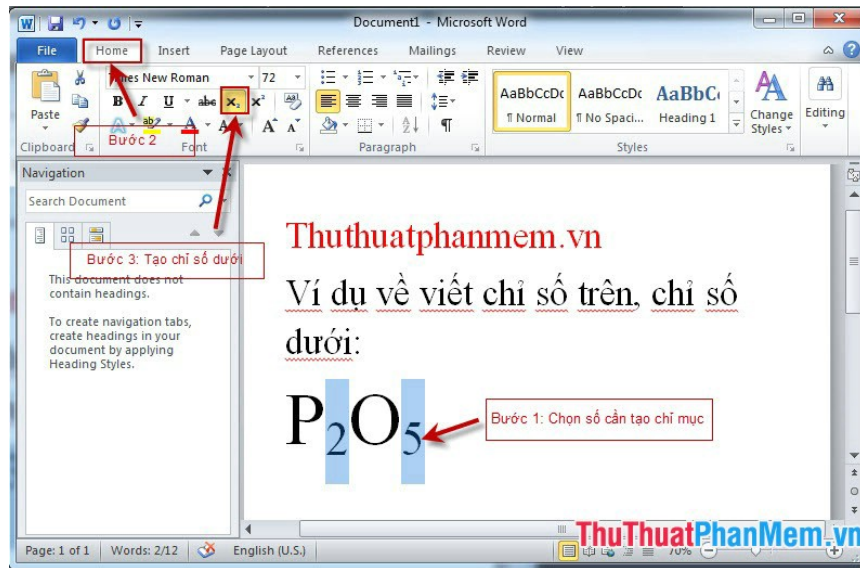


Method 3:

- If you want to create indexes on the selected X^2 as shown:



- If you want to create the subscript, choose X_2 as shown below:



Note: To select multiple indexes at the same time, select the first number and then hold Ctrl and highlight the next numbers you want to create the index .

You finished reading the article "**Instructions for indexing on the index on the index in 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.