

Instructions for inserting Math formulas in Word 2016

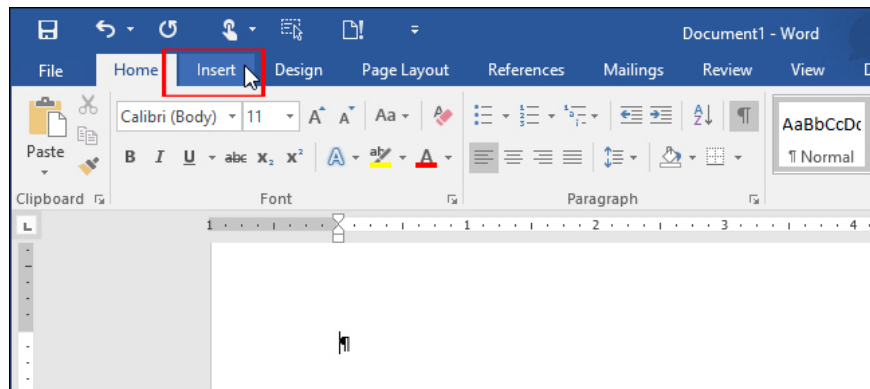
In Microsoft Word 2016 version to be able to insert the Math formula, in addition to performing in the traditional way, we can also use a completely new formula.

Newly released version of Microsoft Office 2016 brings upgraded features to meet the users' needs. For example, to be able to insert Math formulas in Word 2016 content, we can draw formulas that we want to insert. This will help users to enter any mathematical formula in Word documents, without having to use any other supporting software.

1. Download Microsoft Office 2016 for Windows
2. Download Microsoft Office 2016 for Mac

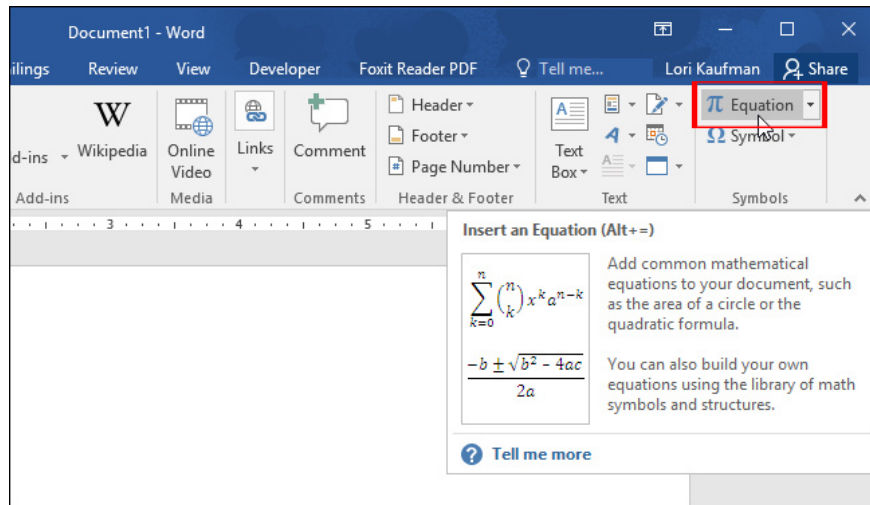
Step 1:

First of all, you open the text you want to draw the Math formula. Next, at the interface of the text content, click the **Insert** tab on the Ribbon.



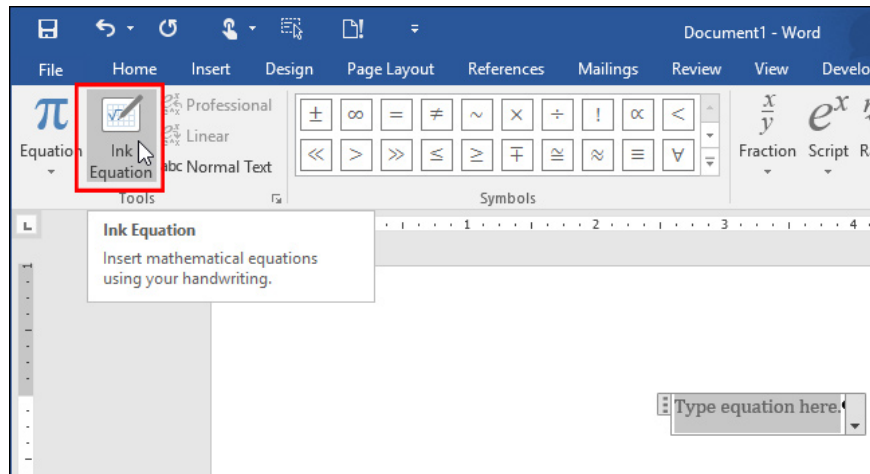
Step 2:

After that, click on **Symbol** and select the **Equation** button.



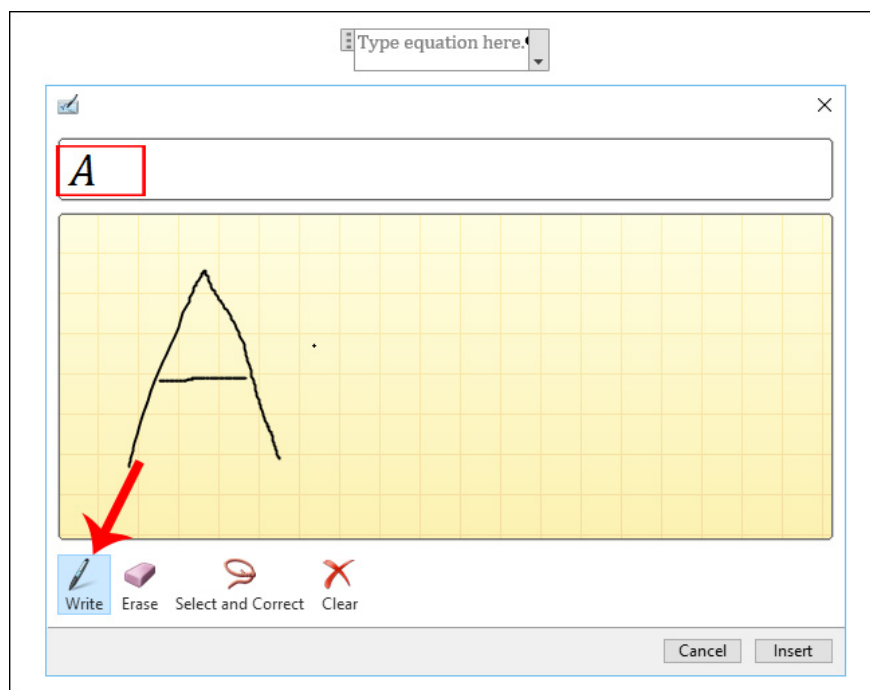
Step 3:

Next you will click on the **Ink Equation** button.



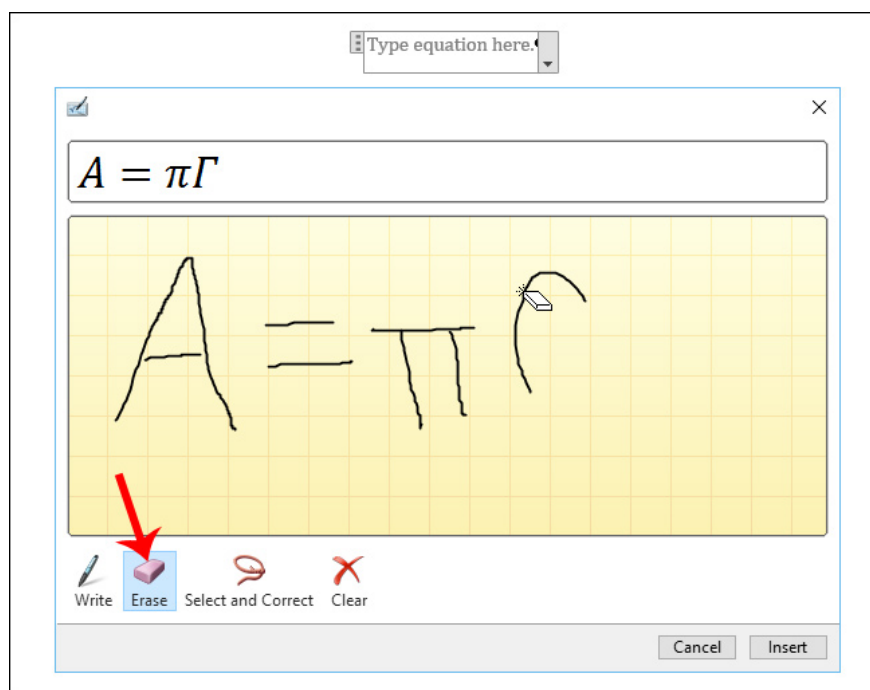
Step 4:

Appearance of Ink Equation interface. Here, we click **the Write button** to be able to draw the Math formulas we want to insert in the content. Just above will be the item displayed before the formula.

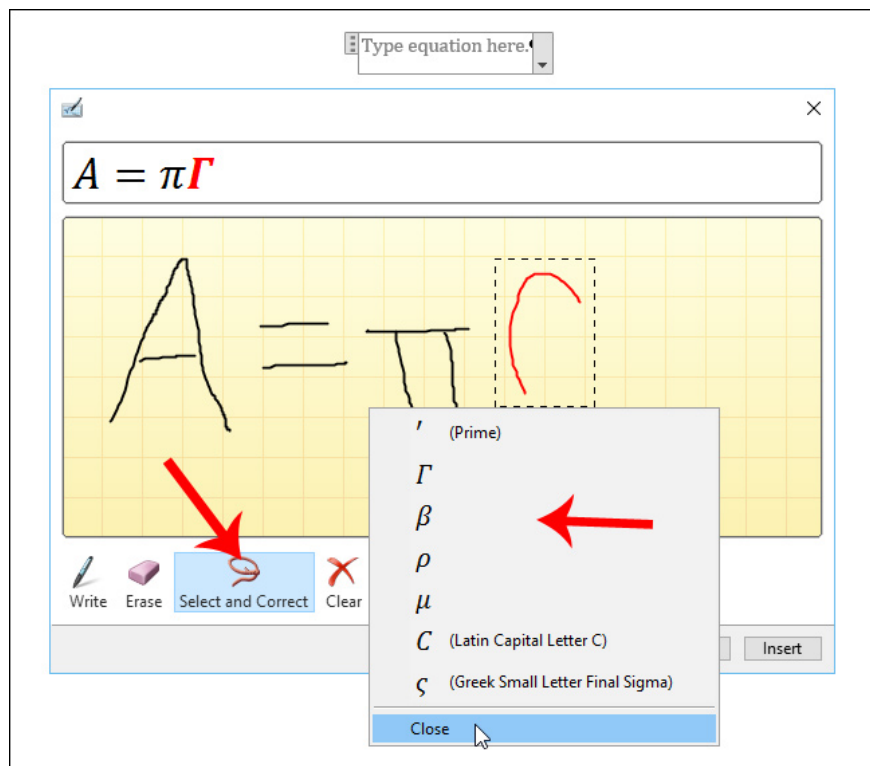


Step 5:

If you want to **delete the formula** when writing incorrectly, click on the **Erase** item to erase the sharpness.

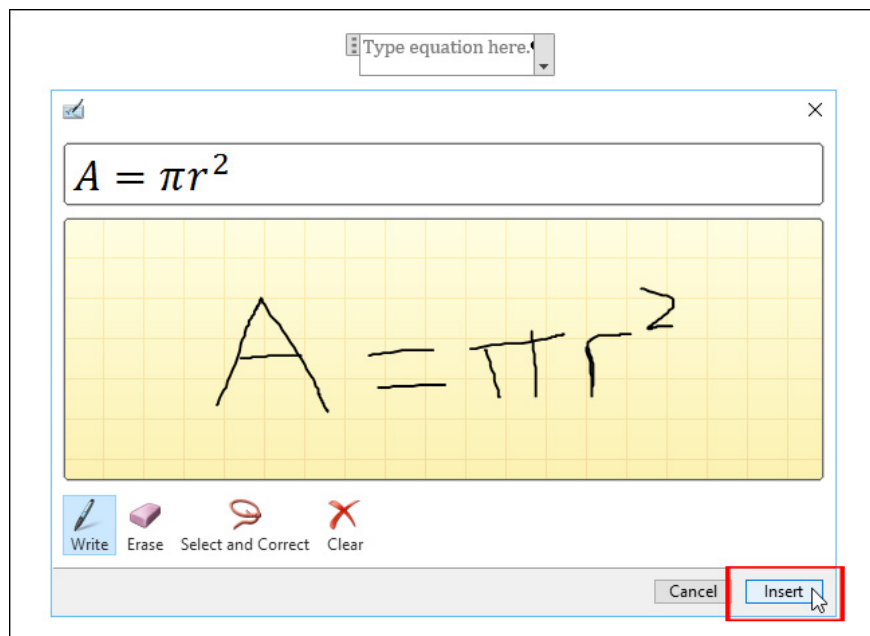


In addition, the **Select and Correct** section will help us to check the formulas. When you click, a list of meaningful Math symbols will be displayed based on your drawing. In addition, the **Clear** button to delete all the drawn formulas.

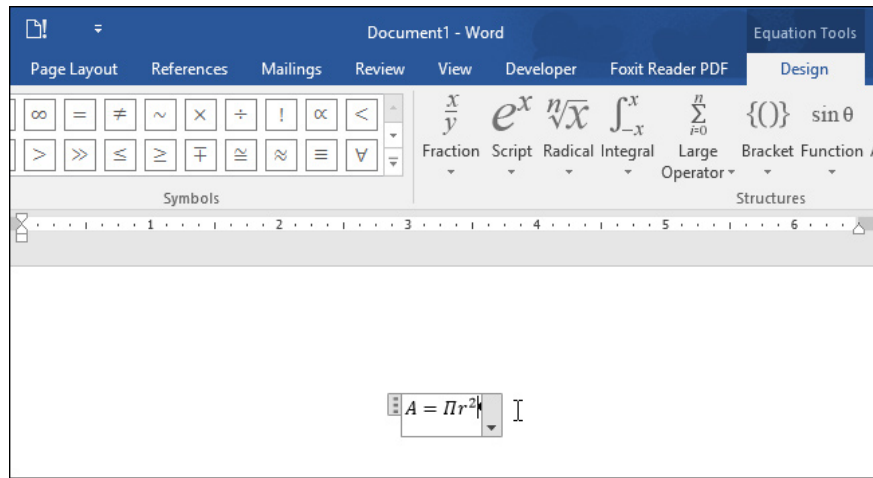


Step 6:

After drawing the formula, click **Insert** to insert the text.



Thus, the formula that you want to insert appears in the Word document content by drawing the formula.



Pretty simple and convenient right ?! We do not need to follow the manual method like previous versions of Word, but can draw all formulas or based on the formula symbol hint in Word 2016.

Refer to the following articles:

1. Useful tips on Microsoft Word 2016
1. How to recover a corrupted or lost Word 2016 document
1. Create a quick dot (.....) line in Microsoft Word

I wish you all success!

You finished reading the article "**Instructions for inserting Math formulas in Word 2016**" 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.