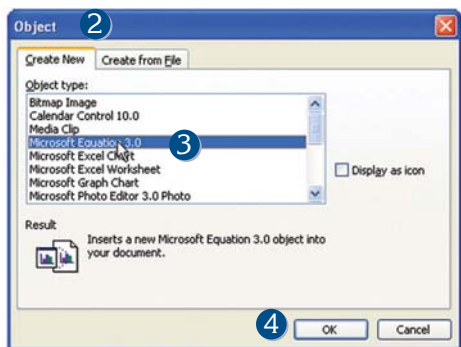# Chapter 6

Inserting and Formatting Objects

Equation
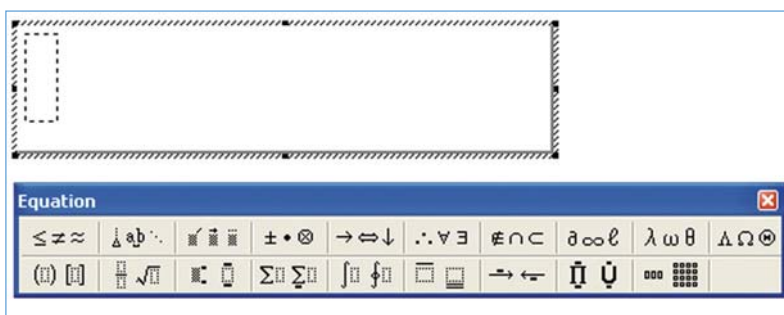Symbols
Drop Cap Letters
Changing Case
Page Numbers
Date and Time

Equation

Word includes an Equation editor which makes available mathematical symbols and scientific functions in your document.

Creating an Equation

**1** Place the insertion point where you want to insert the equation.

2 On the Menu bar, select Insert, Object.

The Object dialog box opens.

3 In the Object type list, select Microsoft Equation 3.0.

4 Click OK.

Object dialog box

The Equation toolbar

The Equation toolbar, and an Equation editor frame are displayed on the document window.

5 Inside the Equation editor, build the equation by using the symbols and buttons on the Equation toolbar.
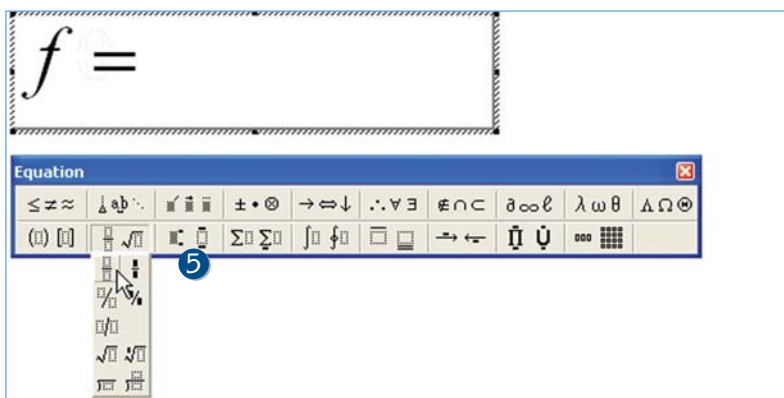
Building an Equation

$$f = \frac{1}{2\pi\sqrt{LC}}$$

Equation toolbar

❻ When you are done, click anywhere inside the document, outside the equation object.

You can not format the rest of the document without leaving the equation editor.

Editing an Equation

After creating an equation object later you can edit or format it.

❶ Double click the equation object.

❷ Use options on the Equation toolbar to edit the equation object.

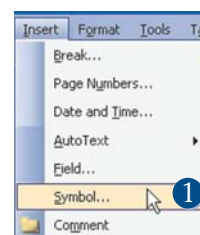**❸** Click anywhere in the document.

Symbols

You can insert characters and symbols which are not present on the keyboard into your documents such as a copyright© or trademark **TM** symbols.

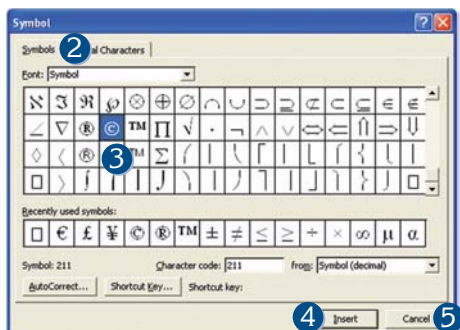Practice

To Insert Special Symbols

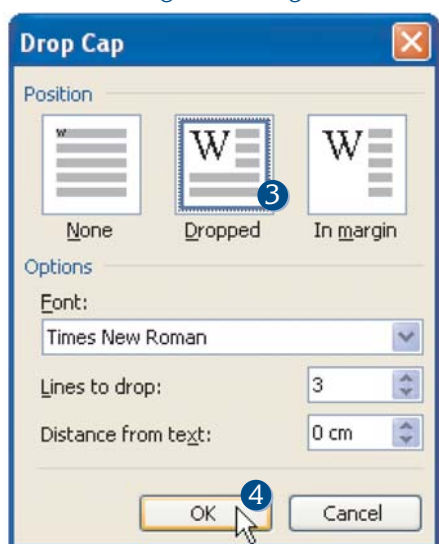In this exercise, you will insert a copyright symbol into a document.

❶ From the Menu bar, choose Insert, Symbol.
The Symbol dialog box opens.

Opening the symbol dialog box

The Symbol dialog box

Drop Cap dialog box

Word includes Equation Editor which makes available mathematical symbols and scientific functions in your document.

Click where you want to insert the equation.

Drop Cap

If you want to have more than one character in Drop cap, you need to select the text that you will use in Drop Cap.

2 Click the Symbols tab.

3 Select the copyright© symbol.

4 Click the Insert button to insert the copyright symbol into the document.

5 Click the Cancel button to close the Symbol dialog box.

Depending on the number of Fonts installed on your computer, there are many symbols available to use such as:

Windings: Includes decorative symbols which you can use for a bulleted list.

Webdings: Small pictures specifically designed to be used on Web Pages.

You can format the symbols just like any other text in your document.

Drop Cap Letters

When you change the size of a character, it stays with the other text in the same line. If you want to use large letters that take up more than one line in a paragraph, you need to use the **Drop Cap** option. Drop caps are suitable for newspaper or magazine styles, and multiple columned texts.

Practice

Applying a Drop Cap

In this exercise, you will apply a Drop Cap to a paragraph.

1 Click over the paragraph where you want to apply a Drop Cap.

2 On the Format menu, click Drop Cap.
the Drop Cap dialog box opens.

3 In the Position area choose the Dropped option. In the Options area of the Drop Cap dialog box, you can change the font of the dropped cap letter, the number of lines of text it is dropped by, and its distance from the text.
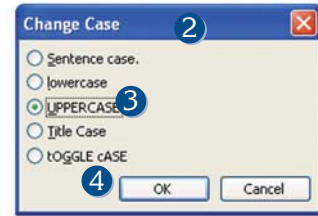
4 Click OK.

Changing Case

Change Case changes the capitalization of a selected text.

Practice

To Change the Text Case.

❶ Select the text you wish to change the case of.

❷ From the Menu bar, chose Format, Change Case.
The Change Case dialog box opens.

❸ Choose from the list of options, the required case.
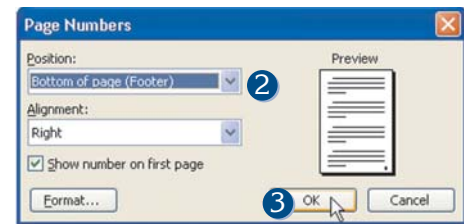
❹ Click OK.

Page Numbers

If your document is longer than one page, page numbers will be very helpful to identify each page in the document. You can insert page numbers in different formats and place them at the top or bottom of each page.

Practice

Inserting Page Numbers

In this exercise you will create a simple page numbering

❶ On the Insert menu, click Page Numbers.
the Page Numbers dialog box opens.

❷ Specify the position of the page numbers.

❸ Click OK.

Date and Time

You can insert the current date and time into your documents. Word has an automatic update feature. You can use this option to update dates and times in your documents automatically.

Practice

Inserting Date and Time

❶ On the Insert menu, click Date and Time

❷ In the Available Formats list, choose a Date and Time style. To enable the auto update option click Update Automatically.

❸ Click OK.

Change Case dialog box

Microsoft word	Sentence case
microsoft word	lowercase
MICROSOFT WORD	UPPERCASE
Microsoft Word	Title Case
mICROSOFT wORD	tOGGLE cASE

Change Case options

Page numbers dialog box
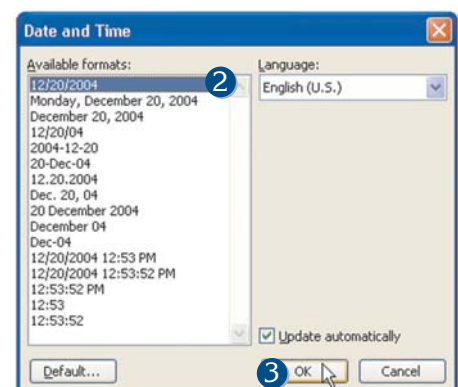
Date and Time dialog box

Case Study

Step-1. Create the following equations using the Equation editor.

$$\tan x = \frac{\sin x}{\cos x} \qquad\qquad \cot x = \frac{\cos x}{\sin x} \qquad\qquad W_{AB} = (E_C)_B - (E_C)_A = \Delta E_C$$

$$r = \sqrt{\left(-\frac{\sqrt{3}}{2}\right)^2 + \left(-\frac{1}{2}\right)^2} \qquad\qquad S_n = \frac{1-\left(\frac{1}{4}\right)^n}{1-\frac{1}{4}}$$

Step 2. Save the document as MicrosoftEquation.doc

Fill in the blank

1. _____ changes the capitalization of a selected text.

2. _____ is used to identify pages in a document.

3. _____ are small pictures specifically designed to be used on Web Pages.

True or False

1. You can format the function inside the Equation editor and the text outside the Equation editor together.

   ☐ True   ☐ False

2. You can not use special characters in a document, such as "©", if they are not present on the keyboard.

   ☐ True   ☐ False

3. A Drop Cap can be applied to more than one line in a paragraph.

   ☐ True   ☐ False

1. A _____ is a large, dropped capital letter that you place at the beginning of a paragraph.
   a. Graphical start letter
   b. Starting letter
   c. Drop letter
   d. Drop cap

2. Which of the following options can be changed using the Page Numbers dialog box? (Choose three answers)
   a. Page number format
   b. Page number alignment
   c. Chapter number
   d. Starting page number

3. To use special characters or symbols which are not present on the keyboard, you can use _____
   a. Insert, Object, Equation Editor
   b. Insert, Symbol
   c. Insert, AutoText
   d. Insert, Fields

4. At which location is a page number displayed in a document?
   a. In the Left and Right margins area
   b. In the gutter
   c. In the first line of the document
   d. At the top and bottom of page

5. _____ is an object that you can use to create mathematical expressions.
   a. The Equation editor
   b. Math Editor
   c. Expression Editor
   d. WordArt

6. If you want to update an inserted date to the current date each time you open a document, you need to _____
   a. Right click over the date and choose update.
   b. Check the "update automatically" option when you insert the date for the first time.
   c. Use Windows, Word update.
   d. Change the date settings of your computer.

7. How can you change the case of a text with all capital letters to sentence case without retyping it?
   a. Edit, Undo end Redo
   b. Select the first character of the text and Insert, Drop Cap.
   c. Select the text and choose Edit, Change Case.
   d. Use Tools, Autocorrect.

8. Which of the following are true about the Drop Cap menu? (Choose two answers)
   a. You can use more than 3 lines for a Drop Cap.
   b. Dropped text can be placed in the margin area of a document.
   c. A Drop Cap has a fixed format so its font color never changes.
   d. You can use up to 3 Drop Caps in a page.

9. Which of the followings is false about Symbols?
   a. A symbol is a part of text in a document and can be formatted like other characters.
   b. Special symbols such as ☺ can be inserted by typing with the keyboard.
   c. All the fonts have the same symbol characters.
   d. You can insert symbols with short-cut keys.

10. Which of the following is true about an equation object?
    a. Double click over an equation to modify it.
    b. Use the symbols menu to create special mathematical characters inside the Equation editor.
    c. You can continue typing in a document as you create an eqution.
    d. You can right click over an equation object and change its font color.

ENTERTAINMENT

A c r o s s

2. The last line of a paragraph appearing on the first line of a page.
4. Special characters that don't appear on your keyboard.
9. Page direction.
11. A designated point set by a user that positions the pointer in a particular spot on a page.
12. A document with vertical orientation.
13. To apply animation to text, select text, click Format, Font, then _____ .

D o w n

1. This button on the Standard toolbar will format text into different numbers of columns.
5. Blank space around the edges of a page.
6. Large dropped capital letter at the beginning of a paragraph.
7. Printed version of a document.
8. A document with horizontal orientation.
10. Lines that can be placed on any edge of a paragraph.