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Complete Guide on Ms Word Equation Shortcut

Greek Letters	\alpha	➡ α	\Gamma	➡ Γ
Subscript/ Superscript	A_i	➡ A_i	A^2	➡ A^2
Arrows	\uparrow	➡ $\uparrow$	\dowarrow	➡ $\downarrow$
Maths Symbols	\therefore	➡ $\therefore$	\nabla	➡ ∇
Integration	\int_a^b dx	➡ $\int_a^b dx$	\oint	➡ $\oint$

And Many More …

📅 August 26, 2020   👤 pickupbr

Complete Reference on Ms Word Equation Editor Shortcut

Ms word

LaTeX type equation editor shortcut feature for typing equation. These equation editor shortcut as termed as **Math AutoCorrect** and are available in versions of Microsoft Word 2007 and above.

Equation editor shortcut has a potential to save a lot of time and effort. For e.g., to get Greek letter α, you can type \alpha instead of going to Symbols in Insert Tab and searching for α.

Enabling Math Autocorrect

Most version of Microsoft Word, Math AutoCorrect is enabled by default. To ensure you can visit, File Menu → Options → Proofing → Autocorrect Options → Math AutoCorrect and ensure box against "*Replace text as you type*" is checked. These shortcut work only inside Equation Editor. However, if you want to **use it outside Equation Editor**, then check "*Use Math Autocorrect Rules outside of math regions*"
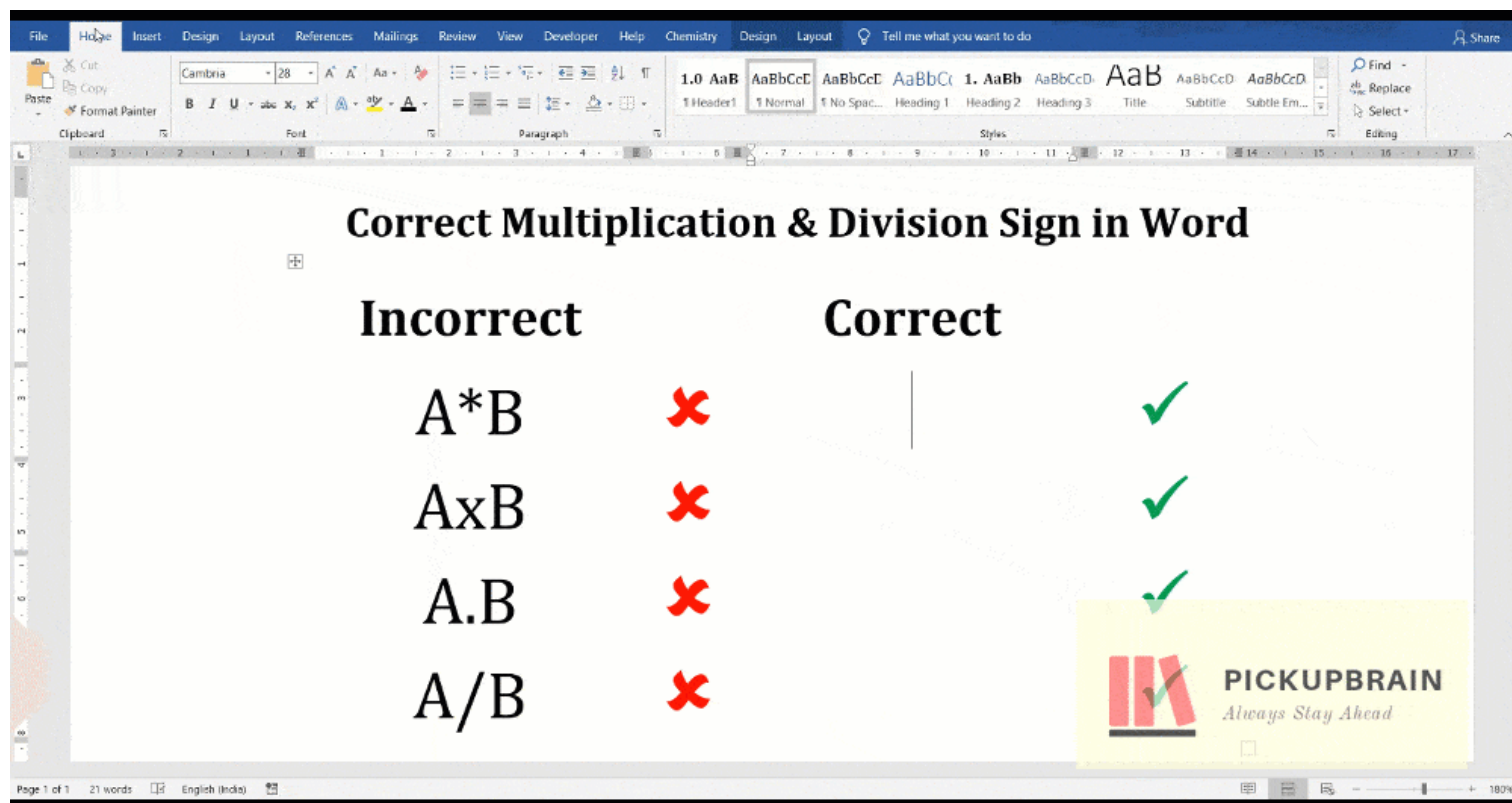
How to enable math autocorrect outside math region in Microsoft Word

Equation Editor Shortcut

Shortcut to get equation editor in Ms Word and Power Point is "**Alt + =**" (i.e. hold down Alt key while typing '='). Although you can also click on "Equations" under the "Insert" Tab to get it.

Subscript & Superscript

Equation editor shortcut for subscript and superscript is _ and ^. Anything after _ or ^ will get converted into subscript or superscript respectively, after hitting space. To include space in subscript or superscript, group them in () or parenthesis. These grouping parenthesis don't appear after Math AutoCorrect. Grouping is also important as it distinguish between a_i^2 and a_{i^2}. While adding pre-subscript or pre-superscript, use \zwsp along with _ and ^ sign as shown below.

Use	For	Use	For
A_circle<sp>	A_{circle}	r^2<sp>	r^2
A_(big circle)<sp>	$A_{big\ circle}$	H^(2 square)<sp>	$H^{2\ square}$
r^2_outer<sp>	r^2_{outer}	r^2_(outer circle)	$r^2_{outer\ circle}$
\zwsp<sp>_c<sp>	${}_c R$	\zwsp<sp>^c<sp>R	${}^c R$
\zwsp<sp>_c^d<sp>R	${}_c^d R$	\zwsp<sp>_c^d<sp>_e^f<sp>	${}_c^d R_e^f$

Equation Editor Shortcut for Subscript and Superscript in Ms Word

Letters

Blackboard Bold letters or Double letters:

Use \doubleXX, where XX is the required uppercase letter for e.g. use \doubleA for $\mathbb{A}$ and \doubleR for $\mathbb{R}$.

Fraktur letters

Fraktur is a calligraphic hand of the Latin alphabet. We can easily write it in Ms Word using \frakturXX where XX is an uppercase letter. For e.g. use Ms Word shortcut "\frakturB" for "$\mathfrak{B}$" and "\frakturG" for "$\mathfrak{G}$".

Greek letter

Greek letter has 24 different alphabets. There are four distinct ways of typing Greek alphabets in Microsoft Word. Of these, Math AutoCorrect method is the easiest to remember and the fastest

\alpha for α) and for upper case Greek Alphabet type name of Greek letter after \ in Title Case (e.g. \Gamma for Γ). You can also use .

How to use equation editor in Ms Office (similar to LaTeX): Shortcut for typing Gree...

Name of Greek letter	Uppecase	Shortcut	Lowercase	Shortcut
Alpha	A	\Alpha	α	\alpha
Beta	B	\Beta	β	\beta
Gamma	Γ	\Gamma	γ	\gamma
Delta	Δ	\Delta	δ	\delta
Epsilon	E	\Epsilon	ϵ	\epsilon

Name of Greek letter	Uppecase	Shortcut	Lowercase	Shortcut
Theta	Θ	\Theta	θ	\theta
Iota	I	\Iota	ι	\iota
Kappa	K	\Kappa	κ	\kappa
Lambda	Λ	\Lambda	λ	\lambda
Mu	M	\Mu	μ	\mu
Nu	N	\Nu	ν	\nu
Xi	Ξ	\Xi	ξ	\xi
Pi	Π	\Pi	π	\pi
Rho	P	\Rho	ρ	\rho
Sigma	Σ	\Sigma	σ	\sigma
Tau	T	\Tau	τ	\tau
Upsilon	Υ	\Upsilon	υ	\upsilon
Phi	Φ	\Phi	ϕ	\phi
Chi	X	\Chi	χ	\chi
Psi	Ψ	\Psi	ψ	\psi
Omega	Ω	\Omega	ω	\omega

Scientific and Mathematical Symbol Symbols

Equation editor shortcut for scientific and mathematical symbols like infinity, different arrows, operators (like partial, del and nabla), conditional symbols, dot, cross, mapsto, perpendicular, set

Incorrect		Correct
A*B	✗	✓
AxB	✗	✓
A.B	✗	✓
A/B	✗	✓
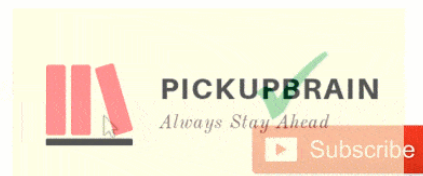
Correct way to insert multiplication and division symbols in Ms Word

A/B	✗	I	✓

Microsoft word shortcut for inserting division sign using Math Autocorrect

Shortcut for typing chemical reaction arrows and text above and below arrows in w...

▶

Show 10 entries   Search: [   ]

Symbol Name	Symbol	Ms Word Shortcut	Symbol Name	Symbol	Ms Word Shortcut
Infinity	∞	\infty	Hbar	ℏ	\hbar
Right Arrow	→	\rightarrow, ->	Left Arrow	←	\leftarrow
Up Arrow	↑	\uparrow	Down Arrow	↓	\downarrow
North-east Arrow	↗	\nearrow	North-west Arrow	↖	\nwarrow
South-east Arrow	↘	\searrow	South-west Arrow	↙	\swarrow
Left Right arrow	↔	\leftrightarrow	Up Down Arrow	↕	\updownarrow
Rightwards Double Arrow	⇒	\Rightarrow	Leftwards Double Arrow	⇐	\Leftarrow
Upwards Double Arrow	⇑	\Uparrow	Downwards Double Arrow	⇓	\Downarrow
Partial	∂	\partial	Nabla	∇	\nabla
Less Than Equal To	≤	\le	Greater Than Equal To	≥	\ge

Showing 1 to 10 of 31 entries   ❮ Previous   Next ❯

Accent

For various reasons you need to have an accent like bar, grave, tilde, dot (for denoting derivative) above symbol. We can easily achieve these using following word shortcut.

Accent	For	Equation editor shortcut
Bar	$\overline{x}$	x\bar<sp>
Double bar	$\overline{\overline{x}}$	x\Bar<sp>
Under bar	$\underline{x}$	x\ubar<sp>
Double under bar	$\underline{\underline{x}}$	x\uBar<sp>
Acute	$\acute{x}$	x\acute<sp>
Grave	$\grave{x}$	x\grave<sp>
Vector	$\vec{x}$	x\vec<sp>
Hat	$\hat{x}$	x\hat<sp>
Left-right arrow	$\overleftrightarrow{x}$	x\tvec<sp>
Left harpoon	$\overleftharpoon{x}$	x\lhvec<sp>
Right harpoon	$\overrightharpoon{x}$	x\rhvec<sp>
Dot	$\dot{x}$	x\dot<sp>

Accent		For	Equation editor shortcut
Four dot		$\ddddot{x}$	x\ddddot<sp>
Breve		$\breve{x}$	x\breve<sp>
Check		$\check{x}$	x\check<sp>
Tilde		$\tilde{x}$	x\tilde<sp>
Left vector (or left arrow)		$\overleftarrow{x}$	x\lvec<sp>

Ms Word shortcut for Accents

Grouping and brackets

Equation editor causes brackets (such as [], {} and ()) to grow to fit the size of expression within them. However, parenthesis used for grouping are not displayed in the final formatted expression. However, when parenthesis is required to be displayed, it must be doubled (one for grouping which will vanish in final formatted expression and other for displaying). Escape sequence (\ followed by desired bracket is used to prevent bracket from being reformatted.

To Display	Use	Comment
$\dfrac{a}{y}$	x/y	/ is used for fraction
$\left[\dfrac{x}{y}\right]$	[x/y]	[] bracket automatically expands to adjust fraction
$\dfrac{x}{y}$	{x/y}	
$\left(\dfrac{x}{y}\right)$	(x/y)	Parentheses displayed as they not used for grouping
$\dfrac{a}{p+q}$	a/(p+q)	Parentheses used for grouping (denominator here) are not displayed
		Parentheses used for grouping (denominator here) is not

To Display	Use	Comment
$\begin{bmatrix} b \\ a \end{bmatrix} y$	[a\atop b \close y	
$\left\| \dfrac{p\|q\|r}{c+d} \right\|$	|(p|q|r)/(c+d)|	Again parentheses used for grouping are not displayed
$\|a\|b\left\| \dfrac{x}{a+b} \right\|$	|a|b|x/(a+b)	Grouping parentheses not displayed
$\|\|a\|\|$	\norm a \norm	

Brackets and grouping equation

Square root, Cube root, and more

Equation editor shortcut for square root, cube root and higher roots are \sqrt(), \cbrt() and \sqrt(n&x) respectively.

Symbol	Equation Editor Shortcut
$\sqrt{x}$	\sqrt(x)<sp>
$\sqrt[3]{x+1}$	\cbrt(x+1)<sp>
$\sqrt[n]{x+1}$	\sqrt(n&x)<sp>

Equation Editor Shortcut for square root, cube root & nth root

For more shortcut and example on root sign, visit our blog on Shortcut for Square root, and higher order roots

Matrices

Empty Matrix

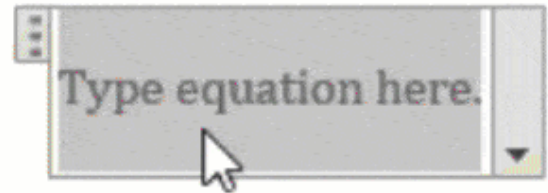The basic equation editor shortcut for creating an empty matrix of custom size is

\matrix(@@&&)<sp>. Matrix size decided by number of @ (for rows) and & (for columns)

2. Equation Editor Shortcut (Fast)

a. Blank Matrix

Type equation here.

Animation of fastest way to insert matrix in Ms Word using equation editor shortcut.

4×4 OR LARGER MATRIX

Normal Way   **Smart Way**
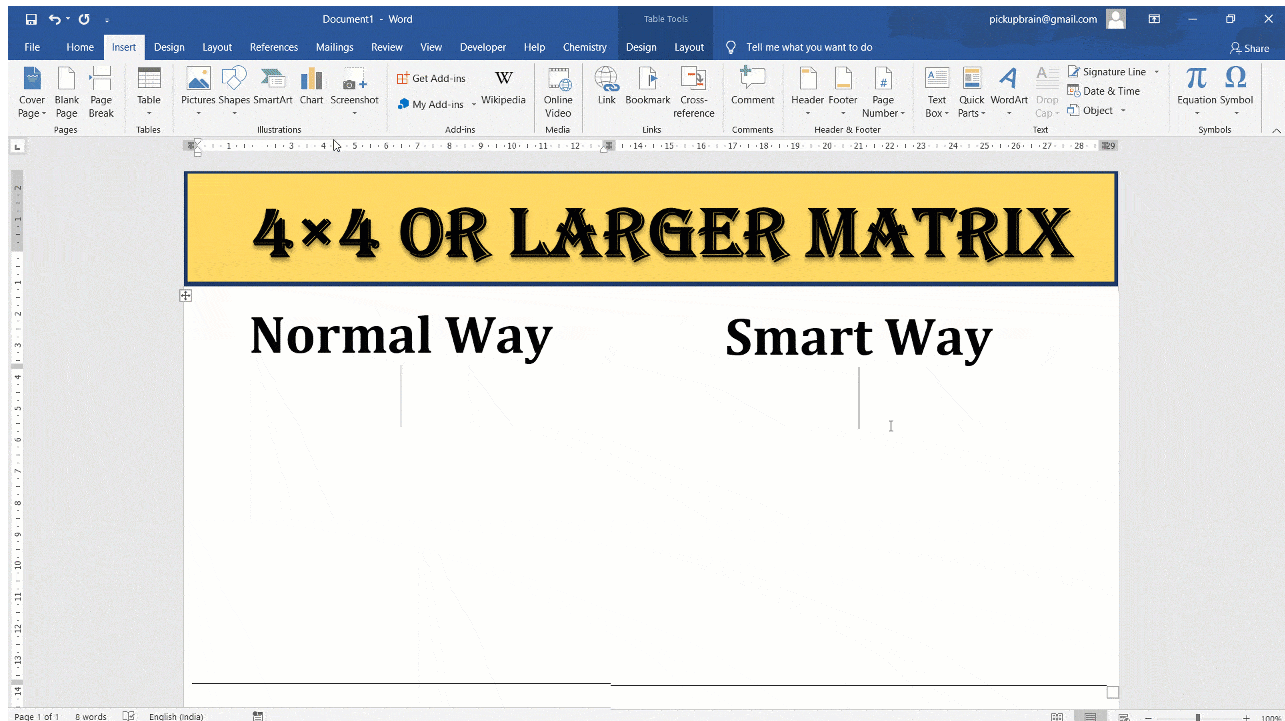
Speed comparison of Two methods to insert 4×4 or larger matrix in Microsoft Word

Matrix with elements

You can also create matrix filled with elements using above shortcut. Using this method, we

Equation Editor Shortcut ⬍	Output Matrix ⬍
\matrix(@@&)	$$\begin{matrix} \square & \square \\ \square & \square \\ \square & \square \end{matrix}$$
\pmatrix(@@&) or (\matrix(@@&)	$$\begin{pmatrix} \square & \square \\ \square & \square \\ \square & \square \end{pmatrix}$$
\Vmatrix(@@&)	$$\begin{Vmatrix} \square & \square \\ \square & \square \\ \square & \square \end{Vmatrix}$$
[\matrix(1&2&3@4&5&6@7&8&9)]	$$\begin{bmatrix} 1 & 2 & 3 \\ 4 & 5 & 6 \\ 7 & 8 & 9 \end{bmatrix}$$
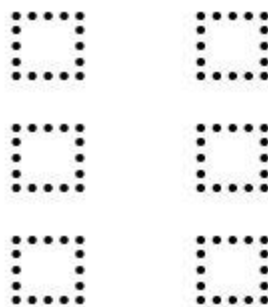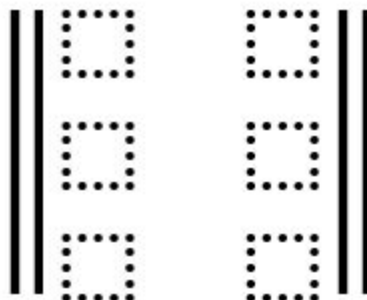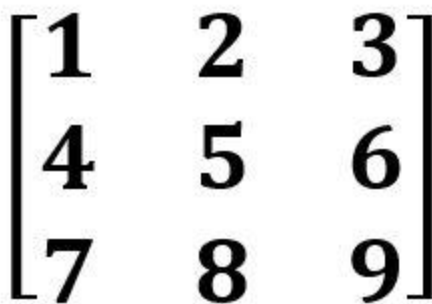
Equation Editor Shortcut	Output Matrix
\pmatrix(1&2@3&4@5&6)	$\begin{pmatrix} 1 & 2 \\ 3 & 4 \\ 5 & 6 \end{pmatrix}$

For more details and example, visit our blog on different methods and equation editor shortcut for typing matrix in Ms Word.

Piece wise function

There are two ways to insert piece wise function in using Equation Editor shortcut in Ms Word. First one uses \cases() method while the second one uses \matrix(). In both the cases, desired piecewise functions are entered inside the parenthesis.

Like matrix, @ is used as a row separator. To get only the opening curly braces '{' which automatically extends the height of piecewise function, use \close in place of closing '}'.

Show [10 ▾] entries   Search: [   ]

Equation editor shortcut	Output	Note
f(x) = {\cases(x,x>=0@-x,x<0)\close	$f(x) = \begin{cases} x, > 0 \\ -x, x < 0 \end{cases}$	@ is used as row separator and \close is required to ensure opening { expands vertically to cover all cases
f(x) = {\matrix(x & x>=0@-x & x<0)\close	$f(x) = \begin{cases} x & x \geq 0 \\ -x & x < 0 \end{cases}$	Similar to above, & is used as column separator

Equation editor shortcut	Output	Note
f(x) = {\matrix(x & x>=0@-x & x<0)	$f(x) = \{\begin{matrix} x & x \geq 0 \\ -x & x < 0 \end{matrix}$	Without \close, opening '{' doesn't expands

Piecewise function without \close

Showing 1 to 3 of 3 entries

Integral, Sum and Product

Shortcut for integral sign, sum and product signs are \int, \sum and \prod. You can use _ and ^ for inserting text below and above signs, respectively.

Equation Editor Shortcut	Output	Note
\int<sp>f(x)dx	$\int f(x)dx$	
\int_x=0^1<sp>f(x)dx	$\int_{x=0}^{1} f(x)dx$	_ for lower limit and ^ for upper limit
\iint<sp>f(x)dx	$\iint f(x)dx$	\iint for double integral
\iint\below(S)<sp>ds	$\iint_{S} ds$	use \below to put text below symbol
\iiint\above(V)<sp><sp>dV	$\iiint^{V} dV$	use \above to put text above symbol
\oint<sp>f(x)dx	$\oint f(x)dx$	\oint for cyclic integral, similarly use \oiint for cyclic double Sum, integral
\sum_(i=1)^n<sp>A_i<sp>	$\sum_{i=1}^{n} A_i$	\sum_(i=1)^n<sp>A_i<sp>\sum for sum symbol and _ & ^ sign for getting text below and above sum. Parenthesis can be used for grouping text with spaces
\prod_(n=0)^N<sp>x^n<sp>	$\prod_{n=0}^{N} x^n$	Similar to sum.

Math Autocorrect shortcut provides useful shortcuts for typing most of the mathematical expression. They are often the fastest and efficient way of typing equation in Ms Word.

13 thoughts on "Complete Reference on Ms Word Equation Editor Shortcut"

spiritual benefits of bitter kola says:

October 2, 2020 at 12:42 pm

I cannot thank you enough for the article. Much thanks again. Cool!.

Reply

Edirisooriya says:

November 26, 2020 at 10:15 am

Thank you is not enough for the knowledge you have shared. Keep on doing your good work.

Thank you very much indeed.

Reply

Elias says:

February 16, 2021 at 11:15 pm

Thank you so much. This is super helpful to me.

ES says:

March 26, 2021 at 6:27 pm

Just brilliant. Thank you so much and may your tribe increase.

Reply

pickupbr says:

March 26, 2021 at 10:34 pm

Glad you liked it.

Reply

Seth Odoom says:

July 8, 2021 at 1:12 pm

Very helpful. This is what I have been struggling with all this time. Thank you.

Reply

pickupbr says:

July 10, 2021 at 7:25 pm

Thanks very much dear for the comment. Glad you liked it.

Reply

Franco says:

July 19, 2021 at 8:47 pm

Reply

pickupbr says:

July 21, 2021 at 12:25 pm

You should press space twice. First space is to convert \bar to bar sign and other to put under x. Thanks for highlighting this mistake I will update it.

Reply

Jennifer Seymour says:

October 20, 2021 at 11:57 pm

Hello, is there a way to do an arc symbol? Like "breve" but with the accent flipped?

Reply

Pingback: Inclusive Math Part2, Mathematics using the LaTeX autocorrect editor! - Inclusion The Motto!

Adekunle Olumayowa says:

December 1, 2021 at 1:09 pm

Wow!!! I can't believe typing mathematical equations can be made easy like this. This is first hand help for everyone that has been depending on mouse for insertion of symbols, equations and its structures. Lots of thank you to the author or writer of this blog.

Reply

Thanks dear for the feedback. Yes, this feature is really awesome and saves lots of time while inserting equations.

Reply

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