Suggestions for typing MATH documents

- For normal math problems,
  set your page to TWO COLUMNS,
  like this page. The [Columns]
  button is in the [Layout] tab.
  Or use ONE column and make
  everything DRAGGABLE.

- Don't type math like normal text.
  Instead use an Equation box.
  The [Equation] button is in the
  [Document Elements] tab.

- **[Shift][Enter] makes new eqtn.**

- Make equations DRAGGABLE by
  inserting them inside a TextBox.
  That also works for numbers and
  labels to put on top of pictures.

- Use the Keyboard Shortcuts when
  typing an Equation. Here is
  a list of shortcuts:
  http://www.physicsforums.com/
  showthread.php?t=474856

- Here are the most commonly used
  shortcuts:

  Math Operations

  3 / 4 → ¾   x ^ 2 → x^2

  x _ 2 → x_2 sin ^ -1 → sin^{-1}

  Greek letters

  \alpha → α   \beta → β

  \pi → π   \theta → θ

- Draw diagrams by using the
  [SHAPE] button in the Home Tab.
  Right-click and choose:
    Format Picture / Layout /
       in front of text

- You might wish to use Insert Clipart
  if you need more complex images.
  Or use Google Images.

EXAMPLES

Here is the Quadratic Formula, inserted
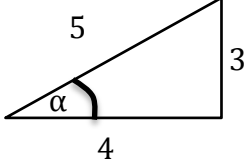from the pre-written list of equations:

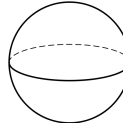$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

For a straight line:

$$gradient = \frac{y_1 - y_2}{x_1 - x_2}$$

In a right triangle :

$If \; \sin \alpha \; = \; \dfrac{3}{5}$
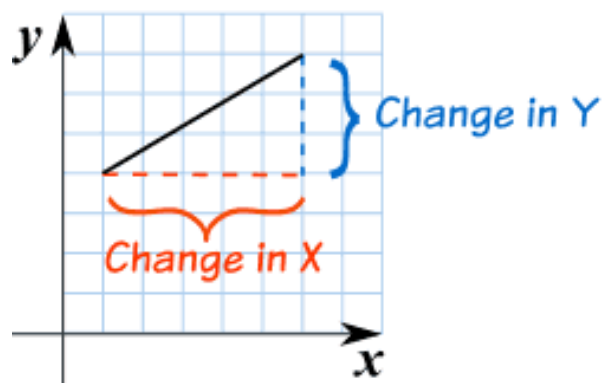
$then \; \alpha = \; \sin^{-1} \dfrac{3}{5}$

The volume of a sphere is :

$V = \frac{4}{3} \pi r^3$

For a straight line:

$$gradient = \frac{y_1 - y_2}{x_1 - x_2}$$

PRACTICE -
Use MS Word to draw/type
as many of these equations
and images as you can
in one class period.