

Microsoft Word – Math Symbols

- Select the “Document Elements” Menu
- Click on “Equation”
- There will be a large set of math symbols to choose from.

Microsoft Word – Absolute Value

- Select the “Document Elements” Menu
- Click on “Equation”
- Click on the “Bracket” button
- Select the single set of vertical bars from the options

Google Docs – Math Symbols

- Click on “Insert”
- Select “Equation” from the drop-down menu
- Click on the selection of symbols that says “Miscellaneous Operations”
 - Note: You might need to hit “New Equation” if it doesn’t allow you to click on it.

Google Docs – Absolute Value

- Click on “Insert”
- Select “Equation” from the drop-down menu
- Click on the selection of symbols that says “Math Operations”
- Select the vertical bars that are perfectly straight

Note: Email me by 11/7 if you have any difficulties finding math symbols or using these instructions.