

## **Superscript**

## **Microsoft Word 2003**

You may need to create superscript characters within your writing and formulas. The superscript sits just above the current line. eg. To change this:  $A^2 + 2ab + b^2$  to this:  $A^2 + 2ab + b^2$ 

- 1. Highlight the number that you wish to adjust.
- 2. Format > Font

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3. Tick the **Superscript** box under the Effects category. > Click **OK** 

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**Tip**: You can repeat the above steps for more than one superscript. Or, copy and paste one you have already created. This saves going to the menu each time.