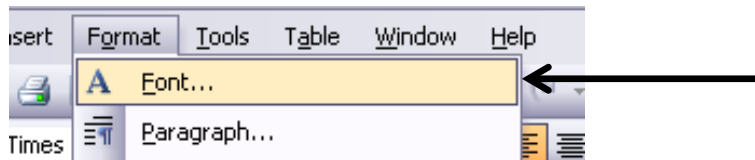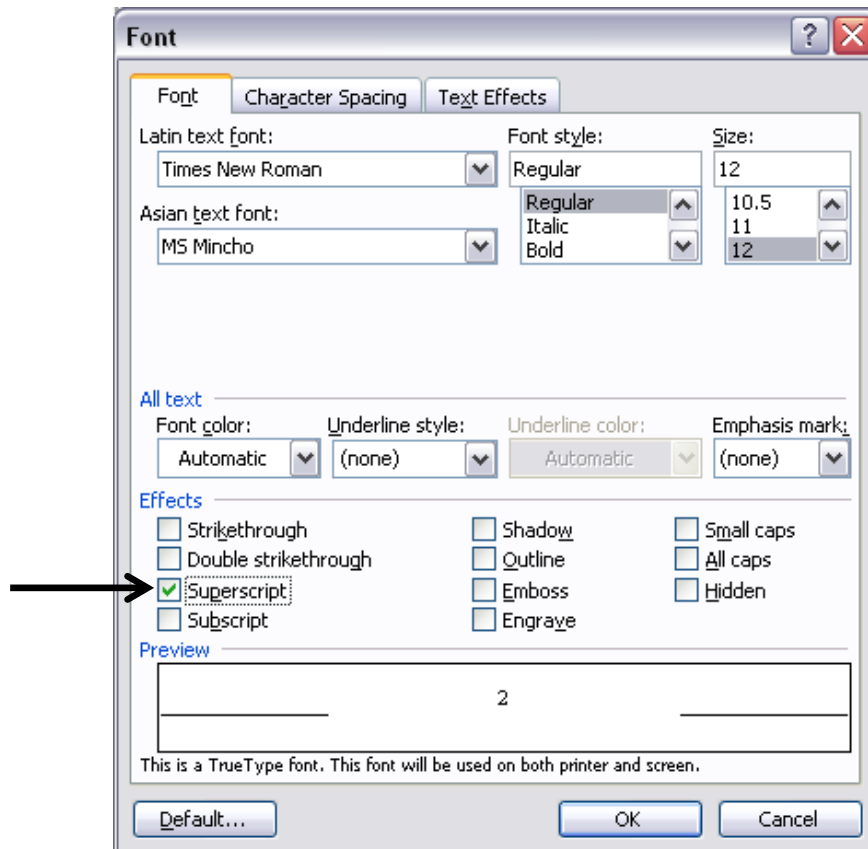# Superscript

## 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: **A2 + 2ab + b2** to this: **$A^2$ + 2ab + $b^2$**

1. Highlight the number that you wish to adjust.

2. **Format** > **Font**



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



**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.