

Lesson 1-22: Applying Subscript and Superscript

Figure 1-43

The Font dialog box.

IC³

Objective: 2.1.3.8

Req. File: Previous lesson file

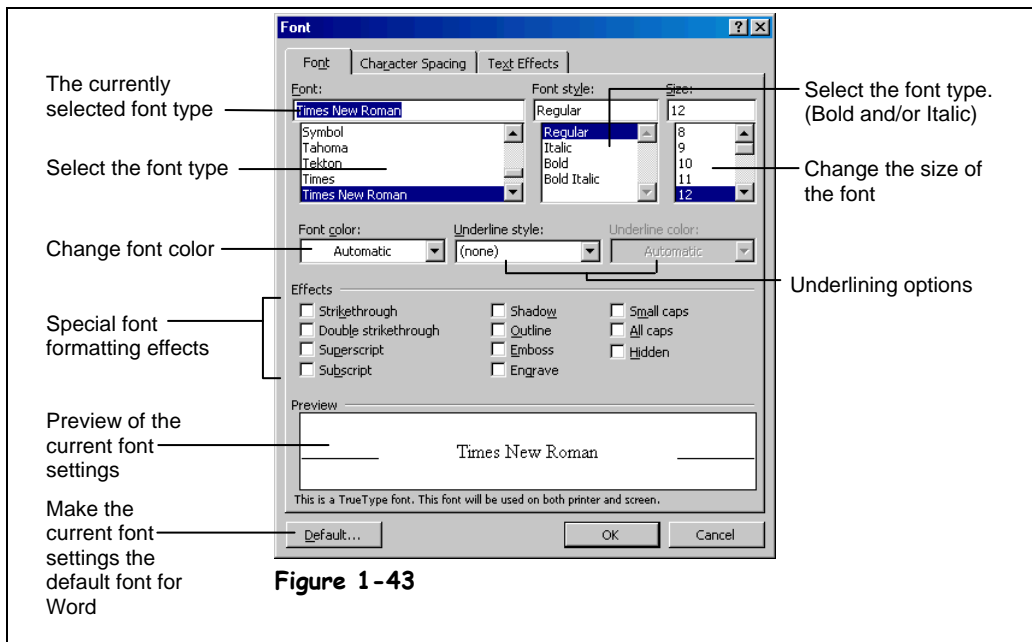


Figure 1-43

There will likely be many occasions that require the use of superscripted or subscripted formatting in your text. *Superscript* text refers to text that is slightly above the line. *Subscript* text refers to text that is slightly below the line. For example, scientists use a subscript often to write chemical formulas, such as H₂O or CO₂. You've also probably seen numbers that use a superscript, such as April 5th. Fortunately, working with subscript and superscript is very simple. You will learn how to use both font formats in this lesson.

1. In the first paragraph, select the **th in April 5th.**

Let's begin by applying a superscript to the "th" in April 5th.

2. Select **Format → **Font** from the menu.**

The Font dialog box appears. This is where you can control any type of formatting you want to apply to text. What we're interested in, however, is in the Effects area.

3. Check the **Superscript check box.**

A preview of how the formatting will appear is shown in the Preview area. Notice that the font is smaller and is higher on the line.

4. Click **OK.**

The Font dialog box closes and you return to the original document. The font is changed from the 5th, to 5th.

Let's apply it to the other date, April 15th.

5. Select the **th in April 15th. Press **<F4>**.**

The font application is repeated and both dates appear with the correct superscript formatting.

Oftentimes, Word will automatically apply superscript formatting where it is needed. In fact, some versions of Word would automatically apply superscript formatting to the date April 5th.

Applying a subscript formatting is similar. Here's how to do it...

6. In the last line, select the 2 in H₂O.

This common chemical formula for water is usually written with the 2 slightly below the line; subscript formatting will take care of this.

7. Select **Format → **Font** from the menu.**

Again, the Font dialog box appears.

8. Check the **Subscript check box. Click **OK**.**

The 2 appears slightly below the line, so the formula appears as H₂O.

9. Save your changes and close the file.

Superscript and subscript formatting may seem like small detail, but their importance is significant; without the correct formatting, you might communicate the wrong idea. For example, the equation E=MC² is completely different from this one: E=MC₂. Table 1-12: *Font Dialog Box Formatting Options* explains the different options in the Font dialog box.

Table 1-12: Font Dialog Box Formatting Options

<i>Option</i>	<i>Description</i>												
Font	Displays and allows you to change the font from those installed on your computer												
Font style	Formats the style of the font: Regular (no emphasis), Italic, Bold, and Bold Italic												
Size	Displays and allows you to increase or decrease the size of the font												
Underline Style and Color	Displays and allows you to change font underlining styles and colors												
Color	Display and allows you to change the font color												
Effects	<p>Allows you to add special effects to fonts as follows:</p> <table border="0"> <tr> <td>Strikethrough</td> <td>Shadow</td> <td>SMALL CAPS</td> </tr> <tr> <td>Double strikethrough</td> <td>Outline</td> <td>ALL CAPS</td> </tr> <tr> <td>Super^{script}</td> <td>Emboss</td> <td>Hidden*</td> </tr> <tr> <td>Sub_{script}</td> <td>Engrave</td> <td></td> </tr> </table> <p>* Hidden text does not normally appear when the document prints—it is used to keep notes to yourself that you do not want to be printed.</p>	Strikethrough	Shadow	SMALL CAPS	Double strikethrough	Outline	ALL CAPS	Super ^{script}	Emboss	Hidden*	Sub _{script}	Engrave	
Strikethrough	Shadow	SMALL CAPS											
Double strikethrough	Outline	ALL CAPS											
Super ^{script}	Emboss	Hidden*											
Sub _{script}	Engrave												
Default	Makes the current font formatting the default font. Word will use it automatically whenever you create a new document. Be very careful about using this option!												

 **Quick Reference**

To Apply Subscript or Superscript Formatting:

1. Select the text you want to format.
2. Select **Format** → **Font** from the menu.
3. Check the **Superscript** or **Subscript** check box.
4. Click **OK**.