

Uniform Fractions in Word

A how-to guide

Background

Word will only “fix” certain common fraction numbers: One-half, one-quarter, et cetera. And even then, Word’s ability to make those auto corrections depends on the selected font. For documents which contain both recognized and unrecognized fractions, this leads to inconsistent looking content.

Solution

By using subscripts and superscripts, it is possible to achieve uniform looking fractions. For example, the fraction 7/8 becomes $7/8$. Subscripts and superscripts can be inserted in two different ways:

1. Via buttons on the **Home** ribbon, in the **Font** group.
2. Via keyboard shortcuts.

Using the **Font** group buttons

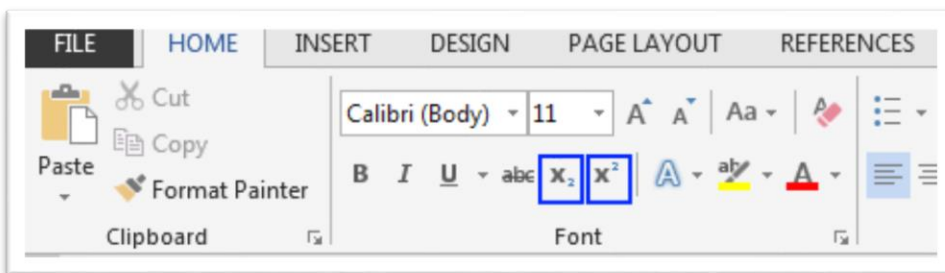


Figure 1: The **Font** group, subscript (left) and superscript (right) enclosed in blue squares.

1. Write out the fraction.
2. Highlight the numerator, and click **Superscript**.
3. Highlight the denominator, and click **Subscript**.

Using keyboard shortcuts

To toggle between the Normal style and subscript or superscript use the following keyboard shortcuts:

- To select Subscript, press Ctrl+=
- To select Superscript, press Ctrl+Shift++