

Word Tip

"Typing International Characters"

Microsoft Word can type accented letters and other characters by combining two keystrokes.

Hold the ctrl key and press ` (the accent grave) then press the vowel, such as e. This results in è being typed. You can use this technique for any of the following accented letters.

à è ì ò ù À È Ì Ò Ù

Likewise, holding the control key and pressing ' (the apostrophe) and typing the desired letter can type these accented letters.

á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý

The following information is excerpted from Microsoft Office help screen, illustrating many other symbols you can create with this process.

â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), <i>the letter</i>
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), <i>the letter</i>
ä, ë, ï, ö, ü, ÿ, Ä, Ê, Ì, Ò, Ù, Ý	CTRL+SHIFT+: (COLON), <i>the letter</i>
â, Â	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (COMMA), c or C
ð, Ð	CTRL+' (APOSTROPHE), d or D
ø, Ø	CTRL+/, o or O
ı	ALT+CTRL+SHIFT+?
ı	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s