



Special Characters For Windows

[About Barret](#)

[Research Sources](#)

[Library Services](#)

[Technology Services](#)


[Need Help?](#)

[Ask Us!](#)

[Search](#)

Using the Control Key To Insert Special Characters



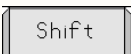
All the special characters can be inserted into a MS Word document.

1. In most cases, first hold down  and strike a regular character key as indicated below.

For some special characters you must press:




























































-  and  and another key together

or

-  and  and  and another key together.




Nothing appears on your screen at this point.


2. Release all keys, and type the letter that is to carry the diacritical, as shown in the chart below.

Desired Character	First Keystrokes	Second Keystroke
á, é, í, ó, ú	 + 	 ,  ,  ,  , 
à, è, ì, ò, ù	 + 	 ,  ,  ,  , 
ä, ë, ï, ö, ü	 +  + 	 ,  ,  ,  , 
â, ê, î, ô, û	 +  + 	 ,  ,  ,  , 
ñ, ñ, õ	 +  + 	 ,  , 
ç, Ç	 + 	 or  + 
æ (ash)	 +  + 	
oe, OE	 +  + 	 or  + 
ï	 +  +  + 	(none)
¿	 +  +  + 	(none)

ø, Ø	Ctrl + ? /	0 or Shift + 0
ß	Ctrl + Shift + & 7	S
å, Å	Ctrl + Shift + @ 2	A or Shift + A
€	Alt + Ctrl + E	(none)

Referencing The Special Character By Number


1. Make sure is on -the  key is at the top left of the numerical keypad on the right side of the keyboard.
2. Hold down  (to the left or right of the spacebar) and type the 3-digit numeric code for the special character.

Note: you must type the 3 digit code on the number keypad. It will not work if you use the numbers above the regular keys. The special character will appear when you let go of the  key after typing the code. The codes and their characters are listed below.

â	131	Ç	128	ï	139	Ö	153
ä	132	ê	136	ì	141	û	150
à	133	ë	137	í	161	ü	129
á	160	è	138	ñ	164	ù	151
å	134	é	130	Ñ	165	ú	163
Ä	142	É	144	ô	147	Û	154
Å	143	æ	145	ö	148	ÿ	152
ß	225	Æ	146	ò	149	ı	168
ç	135	î	140	ó	162	ï	173

To Find Special Characters Other Than Those Listed Above

In the Microsoft Office products Excel, PowerPoint, and Word, you can insert any special character included in the fonts available to you. To do so:

- 1 Place your cursor where you want the special character.
- 2 From the **Insert** menu, select **Symbol**. The **Symbol** dialog box opens.
- 3 From the **Font** drop-down list, select the desired font.
- 4 Select the character desired.
- 5 Click .