

Keyboard shortcuts for international characters

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Word Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (.). To type a lowercase character using a key combination that includes the SHIFT key, hold down the CTRL+SHIFT+*symbol* keys simultaneously, and then release them before typing the letter.

Press

To do this	Press
à, è, ì, ò, ù, À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), <i>the letter</i>
á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), <i>the letter</i>
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, ý, Ä, Ê, Ì, Ò, Ù, Ý	CTRL+SHIFT+: (COLON), <i>the letter</i>
â, Å	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

The Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (€), type **20AC**, and then hold down the ALT key and press X.

The character code, ALT+X

The ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down the ALT key and press 0128 on the numeric keypad.

*ALT+ the character code
(on the numeric keypad)*

Note If you type extensively in another language, you may prefer to switch to a different keyboard instead.