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Subject / Title: **Microsoft Word 2003 Special Characters**

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Microsoft Word 2003 Special Characters

Note: Some of these shortcuts might work on other versions of Word as well.

Tip: Further shortcuts can be found by typing 'Keyboard shortcuts for Word' into Word help.

Introduction

One often has a requirement, especially with vowels, for special characters not shown on the keyboard. Examples include **ê, ë, è, é, ø, ú, ç and ñ**. Furthermore, most of these characters are valid for **a, e, i, o** and **u** and are required for lowercase and capital letters. All of these characters are off course available in Word, using Insert | Symbol, or by learning the old ALT + number combination required. There are however more than 40 combinations!

So what is an easier way to achieve this in Word and in Outlook email?

Word will complete the character as required, if one presses Control (Ctrl) and a character that resembles the required special 'sign', before typing the relevant letter.

Examples

When one requires **é** (e with a forward (acute) accent) one would press **Ctrl + ' (single quotation)**, then press e. Now try it. Press Ctrl + ' together, then leave the keyboard and only then press e.

To produce **è** (e with a backwards (grave) accent) one would press **Ctrl + ` (the quote below the tilde (~))**. Now press e.

Looking for **ê** (e with a caret symbol)? Press **Ctrl + Shift + 6** (the shift is required because the caret (^) is above the 6), then press e.

What about **ë** (e with a dieresis (umlaut) symbol)? **Ctrl + Shift + ;** (the shift is required because the colon (which looks like a sideways dieresis) is above the ;)). That is right, now press e.

When one requires **ø** (the Nordic O) one would press **Ctrl + + / (forward slash)**, then press o.

Are you going on vacation to Mexico and need the **ñ** (señor)? Press **Ctrl + Shift + ` (the shift is required because the tilde is above the `)**, then press n.

What about some prawns in Mozambique? The Portuguese **ç** is as simple as **Ctrl + ,** (comma), then press c.

All of the above can be used for capital letters as well, simply by pressing Shift + the required letter.

Quick summary table

Ctrl +	a	e	i	o	u	y	c	n
'	á	é	í	ó	ú	ý		
`	à	è	ì	ò	ù			
:	ä	ë	ï	ö	ü	ÿ		
^	â	ê	î	ô	û			
~	ã			õ				ñ
@	å							
,							ç	

Document Change History

Date of Change	Changed By	Ver	Details/Summary of Change	Reviewed by	Date
2006-05-18	NJMH	1.01	First Draft		
2006-07-12	NJMH	1.02	Add shortcuts for å, ý and ÿ.		
2006-08-23	NJMH	1.03	Formatting changes		