

Typing Accents in Microsoft Word

á - é - í - ó - ú - ý

For an accent on the vowels (á, é, í, ó, ú, ý), press and hold the [CTRL] key, and the ['] key, and release both. Then type the vowel to bear the accent.

[CTRL] + ['] → [vowel]

à - è - ù

For the grave accent (à, è, ù), press and hold the [CTRL] key and the [~] key then release. Then type the vowel to bear the grave accent.

[CTRL] + [~] → [vowel]

ã - ñ - õ

For the tilde (ã, ñ, õ), press and hold the [CTRL] key, [SHIFT] key and the [~] key then release. Then type the letter to bear the tilde.

[CTRL] + [SHIFT] + [~] → [letter]

ä - ö - ü

For the umlaut (ä, ö, ü), press and hold the [CTRL] key, [SHIFT] key, and [;] key then release. Then type the vowel to bear the umlaut.

[CTRL] + [SHIFT] + [;] → [vowel]

â - ê - î - ô - û

For the circumflex (â, ê, î, ô, û), press and hold the [CTRL] key, [SHIFT] key, and the [6] key then release. Then type the vowel to bear the circumflex.

[CTRL] + [SHIFT] + [6] → [vowel]

ç

For a letter c with a cedilla (ç), press and hold the [CTRL] key and the [,] key then release both. Type the letter [c] and the cedilla will appear.

[CTRL] + [,] → [c] or [C]

ß

For the sibilant (ß), press and hold the [CTRL] key, [SHIFT] key, and [7] key then release. The sibilant will appear.

[CTRL] + [SHIFT] + [7]

¡

For the initial exclamation mark (¡), press and hold the [CTRL] key, [ALT] key, [SHIFT] key, and the [1] key then release and the upside down exclamation mark will appear.

[CTRL] + [SHIFT] + [ALT] + [1]

¿

For the initial upside down question mark (¿), press and hold the [CTRL] key, [ALT] key, [SHIFT] key, and the [2] key then release and the upside down question mark will appear.

[CTRL] + [SHIFT] + [ALT] + [2]

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