

International and Special Symbols

Microsoft Office 2007

Developed by
Paul Waite
Davis School District

This is not an official training handout of the
Educational Technology Center, Davis School District

International and Special Symbols.....	1	Inserting Symbols	3
Multiple Language Word.....	1	Assigning a Shortcut Keystroke.....	3
Choosing a Language.....	1	Assigning a Shortcut Keystroke.....	3
Changing Languages.....	2	Inserting Symbols using the Alt key	3
Which Language?	2	Finding the Number of the Symbol	4
Changing Languages.....	2	Symbols with the Alt Key.....	4
Correcting Spelling	2	Alt Character Chart	4
Symbols in Word	2	Table of Alt and Web Numbers	4
Keyboard Shortcuts for International Symbols.....	2		

International and Special Symbols

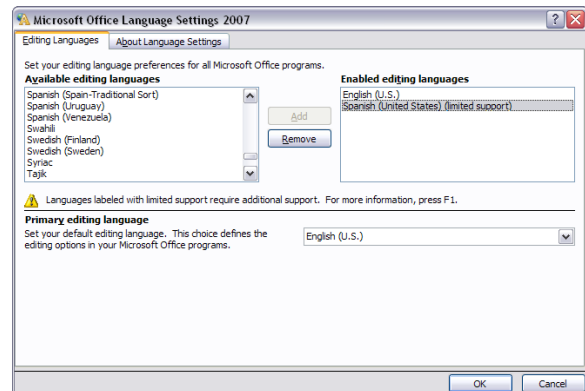
- International symbols might include accented letters from Spanish, French, or other languages.
- Special symbols might include the degree symbol, the dollar sign, etc.

Multiple Language Word

- **Microsoft Office** can be set to function in several languages.
- Grammar Check and Spell Check are available in English, French, and Spanish.

Choosing a Language

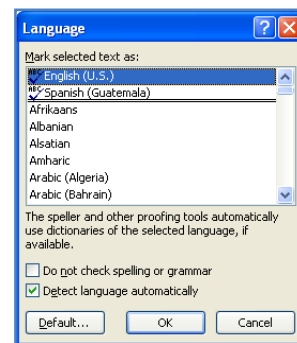
- Click on **Start** → **All Programs** → **Microsoft Office Tools** → **Office 2007 Language Settings**.
- Click on the **Editing Languages** tab.
- In the **Available editing languages**, scroll through the box listing the languages and click on the desired language.
- Some languages may only have limited support.
- Click on the **Add** button.
- Click on **OK**.
- A window opens indicating that before the new language settings can be used, you must quit and restart all Office applications that are open. Be sure to save any open documents.
- Click on **Yes**.



Changing Languages

- Once **Microsoft Office** has been set up to work in another language, another language can be chosen easily.
- Open one of the **Microsoft Office** applications such as **Word**.
- On the **Status bar**, click on the words **English (U.S.)**.
- Scroll through the list of available languages and click on the desired language.
- **Note** – Languages with a blue check mark in front of them have the Spell Check and the Grammar Check available.
- **Note:** When Grammar Check and Spell Check are available, a specific country can be chosen which includes local variations used in the country.
- Click on **OK**.

English (U.S.)



Which Language?

- Once **Microsoft Office** has been set up with another language, the program can automatically detect the language.
- Begin typing in the desired language.
- When the first sentence has been typed in, the program recognizes the language.
- **Note** – If the program does not automatically detect the language, click on the words **English (U.S.)**, click to choose **Detect language automatically**, and then click **OK**.

Changing Languages

- More than one language can be used in a document.
- When changing to another language, one sentence in the new language must be typed in before the program will detect the new language
- **OR** click on the words **English (U.S.)**, click to choose **Detect language automatically**, and then click **OK**.

Correcting Spelling

- A quick way to correct spelling is to right click on the word with the squiggly line under it and then choose the desired word from the list.

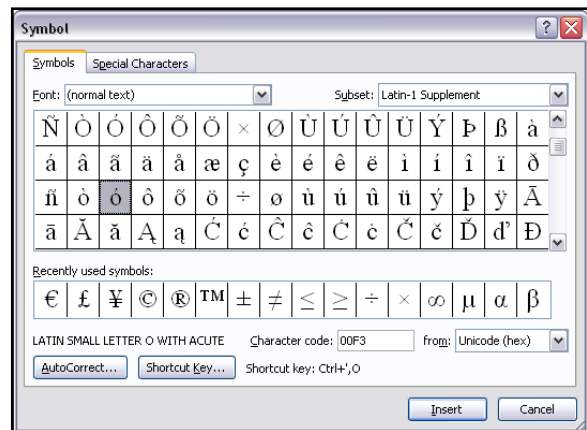
Symbols in Word

Keyboard Shortcuts for International Symbols

- International symbols can be entered directly with a series of keystrokes.
- These can be found in **Help** by asking for the **keyboard shortcuts**.
- Hold down the **Control** key, press the symbol key, release the **Control** key, and press the letter key.
 - **Ctrl** + ` + letter = à è ì ò ù (key on the keyboard is above the **Tab** key.)
 - **Ctrl** + ‘ + letter = á é í ó ú (apostrophe key)
- Hold down the **Control** key and the **Shift** key, press the symbol key, release the **Control** key and the **Shift** key, and then press the letter key.
 - **Ctrl** + **Shift** + ^ + letter = â ê î ô û (shift 6)
 - **Ctrl** + **Shift** + ~ + letter = ñ (shift of key above the **Tab** key)
 - **Ctrl** + **Shift** + : + letter = ä ë ï ö ü (colon key)
 - **Ctrl** + **Shift** + @ + letter = å (shift 2)
 - **Ctrl** + **Shift** + & + letter = Æ æ (shift 7)
- Hold down the **Control** key, press the symbol key, release the **Control** key, and press the letter key.
 - **Ctrl** + , + letter = Ç ç (comma key)
 - **Ctrl** + ‘ + letter = Đ đ (apostrophe key)
- Hold down the **Control** key, the **Alt** key, and the **Shift** key, press the symbol key, release the **Control** key, the **Alt** key, and the **Shift** key, and then press the letter key.
 - **Alt** + **Ctrl** + **Shift** + ? = ÿ
 - **Alt** + **Ctrl** + **Shift** + ! = j

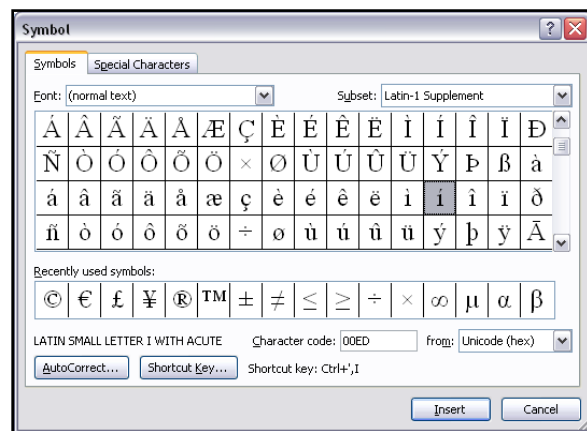
Inserting Symbols

- Symbols can be entered with keystrokes
- **OR** on the **Ribbon**, click on the **Insert** tab.
- **In the Symbols** group, click on the **Symbol** button and choose the desired symbol
- **OR** click on **More Symbols**.
- Click on the **Symbols** tab.
- Scroll through the list and then click on the desired symbol
- **OR** click on the symbol in the **Recently used symbols** window.
- Click on the **Insert** button.
- Click on the **Close** button.



Assigning a Shortcut Keystroke

- Many characters can be assigned to a keystroke. (i.e. Hold down the **Control** key and press the desired letter.)
- On the **Ribbon**, click on the **Insert** tab.
- In the **Symbols** group, click on the **Symbol** button and click on **More Symbols**.
- Click on the **Symbols** tab.
- Scroll through the list and click on the desired symbol.
- Click on the **Shortcut Key...** button.
- Click in the **Press new shortcut key:** box.
- Enter the desired keystroke. (i.e. **Control** /)
- Be sure to notice below the **Current Keys** box. A note may appear indicating the keystroke is currently assigned to another action.
- Click on the **Assign** button.
- Click on the **Close** button.
- Click on the **Close** button.

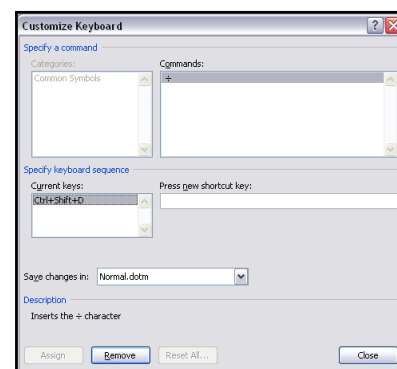
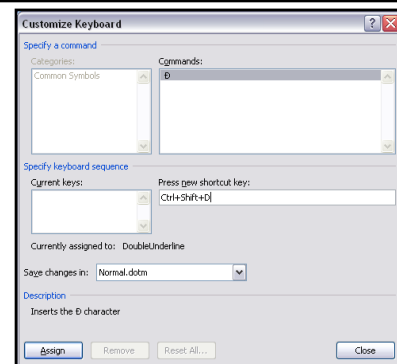


Assigning a Shortcut Keystroke

- On the **Ribbon**, click on the **Insert** tab.
- In the **Symbols** group, click on the **Symbol** button and click on **More Symbols**.
- Click on the **Symbols** tab.
- Scroll through the list and click on the desired symbol.
- Click on the **Shortcut Key...** button.
- Click on the keystroke in the **Current keys** box.
- Click on the **Remove** button.
- Click on the **Close** button.
- Click on the **Close** button.

Inserting Symbols using the Alt key

- Symbols can also be entered by holding down the **Alt** key and entering the number of the symbol.
- Hold down the **Alt** key, enter the four digit number for the symbol, and then release the **Alt** key.
- **Note** – When entering the numbers, use the number pad on the right of the keyboard rather than the number keys across the top of the keyboard.



Finding the Number of the Symbol

- On the **Ribbon**, click on the **Insert** tab.
- In the **Symbols** group, click on the **Symbol** button and click on **More Symbols**.
- Click on the **Symbols** tab.
- Scroll through the list and click on the desired symbol.
- The number of the symbol is displayed in the **Character code** box at the bottom of the window.
- If the **from:** window does not indicate the number is in decimal format, click on the down arrow and choose the **ASCII decimal format**.
- Click on the **Close** button.

Symbols with the Alt Key

- Most programs allow special symbols to be entered with the Alt key method.
- The same four digit numbers work in all of the programs.
- Only the four digit sequence seems to be consistent from program to program.
- **Laptop Note** – Make sure the **Number Lock** is on. Hold down the **Fn** key and the **Alt** key while using the number block on the right side of the keyboard.

Alt Character Chart

- A chart of commonly used symbols and international characters is found on the last page of this handout.
- A complete chart can be found at <http://www.tedmontgomery.com/tutorial/ALTchrc.html> or by doing a search for **Special Alt Characters**.

Table of Alt and Web Numbers

Letter	Alt #	HTML #	Letter	Alt #	HTML #	Letter	Alt #	HTML #
©	0169	©	®	0174	®	@	0064	@
¼	0188	¼	½	0189	½	¾	0190	¾
÷	0247	÷	×	0215	×	°	0176	°
«	0171	«	»	0187	»	←	8592	←
↑	8593	↑	→	8594	→	↓	8595	↓
±	0177	±	²	0178	²	³	0179	³
À	0192	À	à	0224	à	Á	0193	Á
á	0225	á	Ä	0196	Ä	ä	0228	ä
Å	0197	Å	å	0229	å	Æ	0198	Æ
æ	0230	æ	Ç	0199	Ç	ç	0231	ç
È	0200	È	è	0232	è	É	0201	É
é	0233	é	Ë	0203	Ë	ë	0235	ë
Ì	0204	Ì	ì	0236	ì	Í	0205	Í
í	0237	í	Ï	0207	Ï	ï	0239	ï
Ñ	0209	Ñ	ñ	0241	ñ	Ò	0210	Ò
ò	0242	ò	Ó	0211	Ó	ó	0243	ó
Ö	0214	Ö	ö	0246	ö	Ø	0216	Ø
ø	0248	ø	Û	0217	Ù	ù	0249	ù
Ú	0218	Ú	ú	0250	ú	Û	0220	Ü
ü	0252	ü	ı	0161	¡	ı	0191	¿