# Special Characters in Word for Windows

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**¡Hola! ¿Quihúbole? ¿Cómo estás?**

You may want or need to use a Spanish or French word in your text. Maybe (GASP!) you are actually writing in another language. And since a lot of those furrin words have accents and such, even ¿ and ¡, when *marcas de interrogación* or *admiración* are called for, you need to know how to get your text to look right and read properly. Here's how:

For Mexican Spanish accents, control and the apostrophe are the key keys

For **á**, hit control+apostrophe, then a

For **é**, hit control+apostrophe, then e

And so on…

For ¿ and ¡, use control+alt+shift+ ? or ! (yup, all four keys at once)

For Ç, use control+comma, then c

For Ü, or anything else with an umlaut, it's control+shift+:, then whatever vowel

For Ø, it's control +**/**, then o

For ñ, it's control (duh!) **~** (remember to hold shift down to get the tilde), then n

And so on…

If you're thinking of languages or characters I haven't mentioned here go to the menu bar. **Insert>Symbol** will show you what characters are available. Click on the symbols tab or the special characters tab to see what you've got to choose from.

You're always using **control** in combination with some other key

**'** for Spanish accented vowels (accent égule in French)

**`** for French accent grave as in ***Voilà!***

**,** for cedille as in ***comme ça***

**/** for ø as in Brøderbund Software

**:** for ü as in ***güero***

**alt** for ¡ and ¿ (Don't forget that shift needs to happen!)

**~** for ñ, as in ***año***

Control tells the computer something special is coming; you're not just typing another plain character. So you hold the control key down and tap one of the keys listed above (apostrophe, accent grave, comma, or forward slash for accented letters). That gets the idea in the computer's virtual head that the letter that follows should be special in some way. Then just hit the letter you want to be specialed up, and you're set!

For upside down exclamation points and question marks, you do it all at once: control (because it's special) + alt ('cause it's really special) + shift ('cause you have to use that anyway to get a ? or ! instead of a / or 1) and then the ! or ? key. Now that you see the pattern, I like it and I can remember it and even apply it to get a true apostrophe ' rather than a single opening quote ` when I'm typing words like 'cause and nuthin'. Even ellipsis … is easy: control (for special) + alt (special again) + period ('cause that's part of it).

Here are a couple more that come in handy:

When you want to talk about water boiling at **212°**, use Ctrl@, then hit space and you'll get °

When you want superscript for **y = x$^2$ + 3**, use Ctrl+, then hit 2 or use Format > Font > Superscript. (Ctrl+ also will return you from superscript space to your regular line.)

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