

## "Typing Spanish Characters in Microsoft Word"

This table lists common symbols used in Spanish and the shortcut keys provided by Microsoft Word. It takes some practice, but in the long run, they are quicker than using the ALT key and memorizing the number codes (such as, ALT+130 = é).

<b>Symbol</b>	<b>Instructions</b>
á	CTRL+'(APOSTROPHE), a
é	CTRL+'(APOSTROPHE), e
í	CTRL+'(APOSTROPHE), i
ó	CTRL+'(APOSTROPHE), o
ú	CTRL+'(APOSTROPHE), u
ñ	SHFT+CTRL+~(TILDE), n
ü	CTRL+(COLON), u
¿	ALT+SHFT+CTRL+?
¡	ALT+SHFT+CTRL+!