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Department of Foreign Languages & Cultures
Language Learning Resource Center

LLRC Help

MICROSOFT KEYBOARDS – Standard English (US101)
TYPING DIACRITICS AND SPECIAL CHARACTERS

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Microsoft International Keyboard Layouts:

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Microsoft Standard English (United States 101) Keyboard

Typing International & Special Characters using the <Alt> key and the right-side numeric keypad.
<Num Lock> key must be on!

NOTE* Not all characters are available in all font faces or in all browsers – the following table is based on the *Times–New Roman* or *Arial* font face and Internet Explorer v5.5. Consult the Microsoft [Character Map](#) to see what special characters are available for different fonts on your system. These special characters also work with the [Microsoft English US-International keyboard](#).

Press and hold the <Alt> key while typing the numbers shown to makethe special characters:

Alt 0128	€	Euro currency symbol	Alt 0195	Ã	A tilde
Alt 0131	f	Florin, Guilder or Gulden	Alt 0196 Alt 0142	Ä	A umlaut
Alt 0132	„	Base line double quote	Alt 0197 Alt 0143	Å	A ring
Alt 0133	...	Ellipsis	Alt 0198 Alt 0146	Æ	AE ligature
Alt 0134	†	Dagger	Alt 0199 Alt 0128	Ç	C cedilla
Alt 0135	‡	Double Dagger	Alt 0200	È	E grave
Alt 0136	^	Circumflex	Alt 0201 Alt 0144	É	E acute
Alt 0137	‰	Per mille	Alt 0202	Ê	E circumflex
Alt 0138	Š	S caron (hacek)	Alt 0203	Ë	E umlaut
Alt 0139	<	Left single guillemet	Alt 0204	Ì	I grave
Alt 0140	Œ	OE ligature	Alt 0205	Í	I acute
Alt 0142	Ž	Z caron (hacek)	Alt 0206	Î	I circumflex

Alt 0145	‘	Left single quote	Alt 0207	ï	I umlaut
Alt 0146	’	Right single quote	Alt 0208	Ð	Capital Eth
Alt 0147	“	Left double quote	Alt 0209 Alt 165	Ñ	N tilde
Alt 0148	”	Right double quote	Alt 0210	Ò	O grave
Alt 0149	•	Bullet	Alt 0211	Ó	O acute
Alt 0150	—	En dash	Alt 0212	Ô	O circumflex
Alt 0151	—	Em dash	Alt 0213	Õ	O tilde
Alt 0152	~	Tilde	Alt 0214 Alt 153	Ö	O umlaut
Alt 0153	™	Trademark	Alt 0215	×	Multiply sign
Alt 0154	Š	s caron (hacek)	Alt 0216	Ø	O slash
Alt 0155	›	Right single guillemet	Alt 0217	Ù	U grave
Alt 0156	œ	oe ligature	Alt 0218	Ú	U acute
Alt 0158	Ž	z caron (hacek) LINK	Alt 0219	Û	U circumflex
Alt 0159	ÿ	Y umlaut	Alt 0220 Alt 154	Ü	U umlaut
Alt 0161 Alt 173	¡	Inverted exclamation	Alt 0222	Þ	Capital thorn
Alt 0162 Alt 155	¢	Cent	Alt 0223 Alt 225	ß	Esszet (sz ligature) (sharp "s") LINK
Alt 0163 Alt 156	£	Pound sterling	Alt 0224 Alt 133	à	a grave
Alt 0164	¤	Currency	Alt 0225 Alt 160	á	a acute
Alt 0165 Alt 157	¥	Yen	Alt 0226 Alt 131	â	a circumflex
Alt 0166		Broken vertical bar	Alt 0227	ã	a tilde
Alt 0167	§	Section sign	Alt 0228 Alt 132	ä	a umlaut
Alt 0168	¨	Umlaut (dieresis)	Alt 0229 Alt 134	å	a ring
Alt 0169	©	Copyright	Alt 0230 Alt 145	æ	ae ligature
Alt 0170			Alt 0231		

Alt 166	ª	Feminine ordinal	Alt 135	ç	c cedilla
Alt 0171 Alt 174	«	Left guillemet	Alt 0232 Alt 138	è	e grave
Alt 0172 Alt 170	¬	Logical Not sign	Alt 0233 Alt 130	é	e acute
Alt 0173		Soft hyphen (html: ­)	Alt 0234 Alt 136	ê	e circumflex
Alt 0174	®	Registered trademark	Alt 0235 Alt 137	ë	e umlaut
Alt 0175	—	Macron	Alt 0236 Alt 141	ì	i grave
Alt 0176 Alt 248	°	Degree sign	Alt 0237 Alt 161	í	i acute
Alt 0177 Alt 241	±	Plus or minus	Alt 0238 Alt 140	î	i circumflex
Alt 0178 Alt 253	²	Superscript 2	Alt 0239 Alt 139	ï	i umlaut
Alt 0179	³	Superscript 3	Alt 0240	ð	Small Eth
Alt 0180	´	Acute accent	Alt 0241 Alt 164	ñ	n tilde
Alt 0181 Alt 230	μ	Mu or micro	Alt 0242 Alt 149	ò	o grave
Alt 0182	¶	Paragraph (pilcrow)	Alt 0243 Alt 162	ó	o acute
Alt 0183 Alt 250	·	Middle dot	Alt 0244 Alt 147	ô	o circumflex
Alt 0184	¸	Cedilla mark	Alt 0245	õ	o tilde
Alt 0185	¹	Superscript 1	Alt 0246 Alt 148	ö	o umlaut
Alt 0186 Alt 167	º	Masculine ordinal	Alt 0247 Alt 246	÷	Division sign
Alt 0187 Alt 175	»	Right guillemet	Alt 0248	ø	o slash
Alt 0188 Alt 172	¼	One quarter	Alt 0249 Alt 151	ù	u grave
Alt 0189 Alt 171	½	One half	Alt 0250 Alt 163	ú	u acute
Alt 0190	¾	Three quarters	Alt 0251 Alt 150	û	u circumflex
Alt 0191 Alt 168	¿	Inverted question mark	Alt 0252 Alt 129	ü	u umlaut
Alt 0192	À	A grave	Alt 0253	ý	y acute
Alt 0193	Á	A acute	Alt 0254	þ	Lower case thorn

Alt 0194	Â	A circumflex	Alt 0255 Alt 152	ÿ	y umlaut
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[Inserting](#) characters by using hexadecimal Unicode values

If you know the *Unicode (hexadecimal) value of any character, you can use the "ALT X" keyboard shortcut to enter the character directly in your document in some programs such as Microsoft Word. This is particularly useful for all special characters that are not included in the list above (such as the R-hacek **Ř** (0158 ALT X)). (You must press and HOLD DOWN the "ALT" key while pressing the X)

1. Type the 4-digit Unicode (hexadecimal) value of the character, including the leading zero if applicable. (Optionally, the value string can also begin with U+)
2. Press "ALT X" – this is the ALT key and the X key at the same time.
Microsoft Word, Wordpad and some other applications will replace the string to the left of the insertion point with the character you specified.

*(Unicode: A character encoding standard developed by the Unicode Consortium. By using more than one byte to represent each character, Unicode enables almost all of the written languages in the world to be represented by using a single character set.)

[Unicode Character Table: Arabic](#)
[Many Other Unicode Character Tables Here](#)

[Microsoft Character Map](#)

This is useful for the infrequent accent or symbol. It is located within Windows at **Start - Programs - Accessories - Character Map** (OR click **Start**, **Run**, and type **Charmap**). After choosing a font, double click the desired character(s), click on Copy, return to your document and paste.

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