

University of Rhode Island

Language Learning Resource Center

International Accent Marks & Special Characters

Microsoft Office for Windows (2000)

With the release of Office 2000, you do not need to install the International Keyboard to use international accent marks in MS Office. Just follow the table below

Acute	á, é, í, ó, ú, Á, É, Í, Ó, Ú	Control + ' , then the letter (add the shift key for capital letter)
Grave	à, è, ì, ò, ù, À, È, Ì, Ò, Ù	Control + ` , then the letter (add the shift key for capital letter)
Cedilla	ç, Ç	Apostrophe + c (add the shift key for capital letter)
Circumflex	â, ê, î, ô, û, Â, Ê, Î, Ô, Û	Control + ^ then the letter (add the shift key for capital letter)
Double S	ß	Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .
Tilde	ñ, Ñ	Control+ Shift + ~ , then n (add the shift key for capital letter)
Umlaut	ä, ë, ï, ö, ü, Ä, È, Ì, Ö, Û	Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .
	¿	Alt +Control + Shift + ?

	i	Alt +Control + Shift + !
	ø, ø	Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .
	£	Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .
	æ, Æ	Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .
	œ, Œ	Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .

NOTES:

Certain language characters, such as Cyrillic, can be accessed through the symbols (Insert pull-down menu, Symbol). However, it is easier to install the appropriate keyboard (such as Russian) through the control panels (Start> Settings> Control Panels).

Some languages, such as Japanese and Chinese, require [Microsoft's Global Input Method Editors \(IMEs\)](#).

Some specialized programs mimic non-Roman characters. Some of these programs are available as freeware. Try the University of Oregon's Yamada Language Center for information.