

Accents for Microsoft Word

Mac	PC
à option ` then a	alt + 0224
è option ` then e	alt + 0232
é option e then e	ctrl ' then e
ì option ` then i	alt + 0236
ò option ` then o	alt + 0242
ó option e then o	ctrl ' then o
ù option ` then u	alt + 0249

If all else fails ... on the Tool Bar, click INSERT and scroll down to SYMBOL.

You should see a table full of Symbols (Make sure you're NOT in the Special Characters page, and make sure Font is set to (normal text). Find the symbol you need, click the symbol and click INSERT. You can see what the "Shortcut Key" says underneath the table, it tells you what type in order for your symbol to appear. PC computers will vary greatly on what the Shortcut Key is.