

# Entering Special Characters - Excel

## Insert €, £, ¥, ®, and other characters that are not on the keyboard

- On the Windows **Start** menu, point to **Programs**, point to **Accessories**, point to **System Tools** and then click **Character Map**. If Character Map is not available, see Windows Help for information about how to install a Windows component.
- In the **Font** box, select the font that contains the character you want. In the character grid, click the character you want. Click **Select**, and then click **Copy**. You can select and copy multiple characters.
- Switch to your workbook, and then place the insertion point where you want to paste the character. Click **Paste**.

If the character looks different from the one you selected, select the character and apply the same font you selected in Character Map.

- Character Map shows the key shortcut you can use in Microsoft Excel to insert the selected character in the lower right corner of the dialog box. To enter the character directly in Excel, hold down the Alt key while pressing the four digit number code (from Character Map) from the keyboard's numeric keypad.

Example: To enter a “plus or minus” sign ( $\pm$ ), hold down the Alt key and enter 0177 on the numeric keypad.

# Entering Special Characters - PowerPoint

- Select a text box and put the cursor where you want the special character to appear.
- On the Insert menu, select Symbol...
- Double-click on the symbol to insert it in text:

± ‰ ¶ ¼ ½ ¾ ° ® © ¥ £ ¢

- Select font from the dropdown box for font-specific symbols. Some fonts contain only special symbols.

Wingdings: ☯ ☸ ↩ ↪ & 💣 💾 ✈ 🏠 🔄 😊

Symbol: ∏ ∞ ♣ ™ ≤ Φ Σ • ≠ α

Webdings: 🖥 ☒ 💬 🌐 🗣 🏠 🚶 🗝 🎗 🕊 ⚡ 🚲

# Entering Special Characters - Word

- Select a text box and put the cursor where you want the special character to appear.
- On the Insert menu, select Symbol...
- Click the Symbol tab for font-based characters.
- Double-click on the symbol to insert it in text:

± ‰ ¶ ¼ ½ ¾ ° ® © ¥ £ ¢

- Select font from the dropdown box for font-specific symbols. Some fonts contain only special symbols.

Wingdings: ☯ ☸ ↵ ↶ & ☢ 💾 ✈ 🏹 🏠 😊

Symbol: ∏ ∞ ♣ ™ ≤ Φ Σ • ≠ α

Webdings: 🖨 ☒ 💬 🌐 🗨 🌲 🚲 🗝 🎗 🕊 ⚡ 🚲

- Click the Special Characters tab for commonly used punctuation characters.