

Tips, Tricks, & Techniques

Computer/MS Word - Special Symbols

To type special symbols using the Microsoft Office Word application requires holding down the Alt key while typing numbers from the numeric keyboard. Characters such as ©, ®, ¢, and $\frac{1}{2}$ may be produced. We have found that this also works with MS Power Point and MS Excel. Let's see how ...

Remember: The Num Lock must be on, hold down the ALT key, and type all numbers from the Numeric Keypad on the right side of your keyboard.

General

Description	Symbol	Windows (ALT +)
Trademark	™	0153
Copyright	©	0169
Registered	®	0174
Ellipsis	...	0133
Paragraph	¶	0182

Money symbols

Description	Symbol	Windows (ALT +)
Cents	¢	0162
Euro	€	0128
Pound sterling	£	0163
Yen	¥	0165

Math & Technical

Description	Symbol	Windows (ALT +)
Micro sign	μ	0181
Plus or minus	±	0177
Degree sign	°	0176
One quarter	$\frac{1}{4}$	0188
One half	$\frac{1}{2}$	0189
Three quarters	$\frac{3}{4}$	0190

Examples:

- ✓ BetterInvesting™
- ✓ If I had $\frac{1}{2}$ a mind...
- ✓ Around the world in 360°.