

The Language and Culture Learning Center at SSU

Accents and symbols for Spanish, French and German, using shortcut keys in Microsoft WORD®

Symbol	Word for Windows (PC)	Word 2001 for MAC
á	Ctrl + ` , A	Option + E, A
à	Ctrl + ` , A	Option + ` , A
â	Ctrl + ^ , A	Option + I, A
ä	Ctrl + Shift + : [colon], A	Option + U, A
æ	Ctrl + & , A	Option + `
ç	Ctrl + , , C	Option + C
è	Ctrl + ` , E	Option + ` , E
é	Ctrl + ` , E	Option + E, E
ê	Ctrl + ^ , E	Option + I, E
ë	Ctrl + Shift + : , E	Option + U, E
í	Ctrl + ` , E	Option + E, I
î	Ctrl + ^ , I	Option + I, I
ï	Ctrl + : , I	Option + U, I
ñ	Ctrl + ~ , N	Option + N, N
ó	Ctrl + ` , O	Option + E, O
ô	Ctrl + ^ , O	Option + I, O
ö	Ctrl + Shift + : , O	Option + U, O
ß	Ctrl + Shift + & , S	Option + S
ú	Ctrl + ` , U	Option + E, U
û	Ctrl + ^ , U	Option + I, U
ü	Ctrl + Shift + : , U	Option + U, U
«	Ctrl + ` , <	Option + \
»	Ctrl + ` , >	Option + shift+ \
¡ (inverted exclamation mark)	Alt + Ctrl + Shift + !	Option + shift + !
¿	Alt + Ctrl + ?	Option + shift + /

ALTERNATE METHOD: You can also produce these symbols (diacritics) and any others in WORD by pulling down the **INSERT** menu on the toolbar and going to **SYMBOL**.