

How to make accents, etc. in Word

Hold down the Alt key (with your left hand) **while** you type in these numbers **on the number pad on the right**. ***(NOTE: The “Num Lock” key must be activated.)**

á	160	ñ	164	«	174 (<i>Beg. Quotation</i>)
é	130 (É 144)	ü	129	»	175 (<i>End Quotation</i>)
í	161	¿	168	½	171
ó	162	¡	173	¼	172
ú	163	°	248 (<i>for 5°, etc.</i>)	Ü	154 (<u>My</u> smiley face!)

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