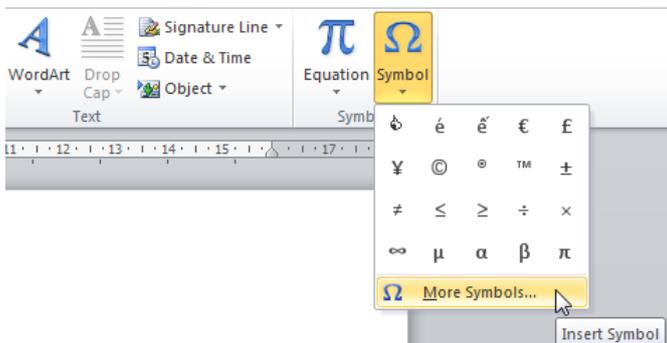


How to... Work with Accents in Word 2010

Overview

It's increasingly common in many organisations to need to deal with characters and accents which don't exist in the English language. Society has become significantly more multicultural in recent years, and for that reason if no other, there is often a requirement to type names and other personal details which include foreign words – and accents.

When people have to insert an accent in a Word document, the most common technique is to go to the Insert tab on the Ribbon, click on the Symbol button and then select "More symbols". Of course, this works just fine, but it's not fast. Especially if you have to type a document with lots of accents.



There is a solution can really save time – it's a technique which works with very many accents from the major Western European languages such as Spanish, French, German, Swedish, Danish... and so on.

Here's how you do it

1. Find the symbol on the keyboard which most closely resembles the accent
2. Press CTRL plus the symbol (using Shift as well, if necessary) – **note that nothing appears on the screen at this point.**
3. Type the character to be "accented"

Let's take an example or two. Suppose you want to type the word mañana, complete with the accent on the first n.

There is a symbol representing the tilde accent on the keyboard – it's the "swung dash" which is usually above the # symbol.

So, to type mañana, you do the following:

1. Type the first "ma" of the word
2. Press CTRL – SHIFT – # (note that nothing appears on the screen at this stage)
3. Type the n to receive the accent – it will appear with the accent!

Or one more example: to get the small circular accent above the letter a as in Sophie Gråbol:

1. Type the first few letters – Sophie Gr
2. The circular accent (what is its name?!) looks a bit like the @ symbol, so press CTRL and @ (on UK keyboards, that's CTRL, SHIFT and apostrophe)
3. Nothing appears... but then when you type the letter a you'll end up with the accented letter!

One other note on this particular accent – it's a favourite of mine, because if you type a space after the shortcut combination (instead of the a in the above example) you get the circle above a space – which is the degree symbol!

Some examples of common accents

Remember, type the combination shown below, and then the letter to receive the accent – but nothing will appear on the screen until you type the letter.

To insert	Use these keys...	...and type this
é	Ctrl	' apostrophe
è	Ctrl	` to the left of number 1
ç	Ctrl	, comma
ê or ô	Ctrl ↑Shift	6
ñ	Ctrl ↑Shift	#
ü	Ctrl ↑Shift	; semi-colon
å	Ctrl ↑Shift	' apostrophe
°	Ctrl ↑Shift	space-bar