

Keyboard Shortcuts for International Characters

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Word Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (.). To type a lowercase character using a key combination that includes the SHIFT key, hold down the CTRL+SHIFT+*symbol* keys simultaneously, and then release them before typing the letter.

Press

CTRL+` (ACCENT GRAVE), *the letter*

à, è, ì, ò, ù,
À, È, Ì, Ò, Ù

CTRL+' (APOSTROPHE), *the letter*

á, é, í, ó, ú, ý
Á, É, Í, Ó, Ú, Ý

CTRL+SHIFT+^ (CARET), *the letter*

â, ê, î, ô, û
Â, Ê, Î, Ô, Û

CTRL+SHIFT+~ (TILDE), *the letter*

ã, ñ, õ
Ã, Ñ, Õ

CTRL+SHIFT+: (COLON), *the letter*

ä, ë, ï, ö, ü, ÿ,
Ä, Ë, Ì, Ö, Ü, ÿ

CTRL+SHIFT+@, a or A

å, Å

CTRL+SHIFT+&, a or A

æ, Æ

CTRL+SHIFT+&, o or O

œ, Œ

CTRL+, (COMMA), c or C

ç, Ç

CTRL+' (APOSTROPHE), d or D

ď, Ď

CTRL+/, o or O

ø, Ø

ALT+CTRL+SHIFT+?

ı

ALT+CTRL+SHIFT+!

İ

CTRL+SHIFT+&, s

ß