

When entering text in Microsoft Office, be it in Word, Excel, PowerPoint, Access or Outlook, you may want to insert a character that does not exist on your keyboard. The quickest way to do this is to use an “Alt Code”.

To insert a symbol using the “Alt Code” method, simply type in the symbols corresponding number (found in the tables below) while holding down the “Alt” key.

Currency Symbols		
Symbol	Key Combination	Description
€	Alt + 0128	Euro
¢	Alt + 0162	Cent
£	Alt + 0163	Pound Sterling
¥	Alt + 0165	Yen

Mathematic Symbols		
Symbol	Key Combination	Description
‰	Alt + 0137	Per mille
°	Alt + 0176	Degree
±	Alt + 0177	Plus/Minus
²	Alt + 0178	2 Superscript
³	Alt + 0179	3 Superscript
¹	Alt + 0185	1 Superscript
¼	Alt + 0188	One Quarter
½	Alt + 0189	One Half
¾	Alt + 0190	Three Quarters
×	Alt + 0215	Multiply
÷	Alt + 0247	Divide

Typographic Ligatures		
Symbol	Key Combination	Description
Œ	Alt + 0140	OE Ligature
œ	Alt + 0156	oe Ligature
Æ	Alt + 0198	AE Ligature
æ	Alt + 0230	ae Ligature

Other		
Symbol	Key Combination	Description
…	Alt + 0133	Ellipsis
†	Alt + 0134	Dagger
‡	Alt + 0135	Double Dagger
ˆ	Alt + 0136	Circumflex
‘	Alt + 0145	Left Single Quote
’	Alt + 0146	Right Single Quote
“	Alt + 0147	Left Double Quote
”	Alt + 0148	Right Double Quote
•	Alt + 0149	Bullet
™	Alt + 0153	Trademark
¡	Alt + 0161	Inverted Exclamation
¦	Alt + 0166	Broken Vertical Bar
©	Alt + 0169	Copyright
«	Alt + 0171	Left Guillemet
®	Alt + 0174	Registered Trademark
¶	Alt + 0182	Paragraph
·	Alt + 0183	Middle Dot
»	Alt + 0187	Right Guillemet
¿	Alt + 0191	Inverted Question Mark