

# Tips, Tricks, & Techniques

## Computer/MS Word - Special Symbols

To type special symbols using the Microsoft Office Word application requires holding down the Alt key while typing numbers from the numeric keyboard. Characters such as ©, ®, ¢, and  $\frac{1}{2}$  may be produced. We have found that this also works with MS Power Point and MS Excel. Let's see how ...

Remember: The Num Lock must be on, hold down the ALT key, and type all numbers from the Numeric Keypad on the right side of your keyboard.

### General

Description	Symbol	Windows (ALT +)
Trademark	™	0153
Copyright	©	0169
Registered	®	0174
Ellipsis	...	0133
Paragraph	¶	0182

### Money symbols

Description	Symbol	Windows (ALT +)
Cents	¢	0162
Euro	€	0128
Pound sterling	£	0163
Yen	¥	0165

### Math & Technical

Description	Symbol	Windows (ALT +)
Micro sign	μ	0181
Plus or minus	±	0177
Degree sign	°	0176
One quarter	$\frac{1}{4}$	0188
One half	$\frac{1}{2}$	0189
Three quarters	$\frac{3}{4}$	0190

Examples:

- ✓ BetterInvesting™
- ✓ If I had  $\frac{1}{2}$  a mind...
- ✓ Around the world in 360°.