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| **Typing Spanish Accents in Microsoft Word** |

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| **To type this character in Word** | **Perform these keystrokes** |
| **ñ** (tilde) | 1. hold control and shift keys 2. press the tilde key 3. press the letter n |
| accents over vowels: **é, í, ó, á, ú** | 1. hold control key 2. press " " marks key 3. press the desired letter (é, í, ó, á, ú) |
| **¿** (leading question mark) | 1. hold control and alt keys  2. hold shift key 3. press  ?  key |
| **¡** (leading exclamation point) | 1. hold control and alt keys 2. hold shift key 3. press   !  key |
| **ü** (diéresis) | 1. hold control and shift keys 2. hold colon key 3. press   u   key |