

Typing Spanish Accents in Microsoft Word

To type this character in Word	Perform these keystrokes
ñ (tilde)	<ol style="list-style-type: none">1. hold control and shift keys2. press the tilde key3. press the letter n
accents over vowels: é, í, ó, á, ú	<ol style="list-style-type: none">1. hold control key2. press " " marks key3. press the desired letter (é, í, ó, á, ú)
¿ (leading question mark)	<ol style="list-style-type: none">1. hold control and alt keys2. hold shift key3. press ? key
¡ (leading exclamation point)	<ol style="list-style-type: none">1. hold control and alt keys2. hold shift key3. press ! key
ü (diéresis)	<ol style="list-style-type: none">1. hold control and shift keys2. hold colon key3. press u key