

The following keystroke combinations are for MS Word on a PC, though some may work in other programs and on other platforms. Most of these characters are also available in the **Symbol** library (**Insert** tab → **Symbols** group → **Symbol** → **More symbols**).

Except as noted , type numbers on the number pad. A plus (+) after a key tells you to strike the preceding uninterrupted keys and hold them until you reach a comma. A comma (,) tells you to strike and immediately release the preceding uninterrupted keys and to then type the remaining keys. Release all keys at the end of the combination.		
Character	Keystrokes	Notes and Suggestions
space (nonbreaking)	Control + Shift + Spacebar or Alt + 0160	When the Show function (Home tab, Paragraph group) is active and Spaces (File → Options → Display → Always show... → Spaces) are selected, a nonbreaking space looks like a degree symbol (°) on the screen but is invisible in a print or PDF of the No Markup view. The character is essential for controlling line breaks, especially for values and units of measure.
hyphen (nonbreaking)	Control + Shift + Hyphen or Alt + 030	When the Show function (Home tab, Paragraph group) is active and Optional hyphens are selected (File → Options → Display → Always show... → Optional hyphens), a nonbreaking hyphen looks thinner and longer than a regular hyphen on the screen. When these controls are not selected, a nonbreaking hyphen looks just like a regular hyphen on the screen. A nonbreaking hyphen looks just like a regular hyphen in a print or PDF of the No Markup view. The character is essential for controlling line breaks, especially for values and units of measure and for short hyphenated words such as <i>x-ray</i> .
– en dash	Alt + 0150	An en dash is longer than a hyphen and is used for indicating ranges of values and connecting some compound words. There is no nonbreaking en dash, as such, but the function can be achieved with a nonbreaking minus sign .
— em dash	Alt + 0151	An em dash is longer than an en dash and is used (without any surrounding spaces) for breaking the grammatical flow of a sentence and for inserting and emphasizing a word, phrase, or clause that could have been enclosed in parentheses, but with less emphasis.
— em dash (nonbreaking)	2015, Alt + x (Type 2015 on number pad or on keys above letters.)	This is the same as a regular em dash , but the words (or syllables, if automatic hyphenation is active) on both sides of this character will be kept on the same line. For the nonbreaking feature to work, there can be no spaces next to this character.
‘ left single quotation mark	Alt + 8216	Use for nested quotations.
’ right single quotation mark	Alt + 8217	Use for nested quotations.
° degree	Alt + 0176	Use this character instead of a superscript or raised lowercase o. For degree of temperature, put a nonbreaking space between the number and this character and put the symbol for the scale (C, F, or R) directly after this character. Don't use this character with kelvins. For degree of plane angle, put this character directly after the number.

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Character	Keystrokes	Notes and Suggestions
' prime	Alt + 8242 or 2032, Alt + x (Type 2032 on number pad or on keys above letters.)	Use this character directly after a number to indicate feet or to indicate minutes in a plane angle. Use this character instead of an apostrophe (curly or straight).
" double prime	Alt + 8243 or 2033, Alt + x (Type 2033 on number pad or on keys above letters.)	Use this character directly after a number to indicate inches or to indicate seconds in a plane angle. Use this character instead of a quotation mark (curly or straight).
μ micro	Alt + 0181	Use this character (which means 10 ⁻⁶) immediately before an abbreviated unit of measure, but only with a number. Put a nonbreaking space between the number and this character. Italics may be applied to this character. Use this character instead of a lowercase u.
Ω ohm	Alt + 234	Put a nonbreaking space between the number and this character. Put any abbreviation for a multiplier immediately before the character (e.g., 4 MΩ).
± plus/minus	Alt + 241 or Alt + 0177	Use this character instead of +/- or +/-.
– minus (nonbreaking)	2212, Alt + x (Type 2212 on number pad or on keys above letters.)	Use this character instead of a hyphen to indicate subtraction or a negative number. This keystroke is preferred over Control + minus (on the number pad) because it aligns with the horizontal stroke of the plus sign.
× multiplication	Alt + 0215	Use this character instead of x in an inline equation or to indicate magnification. If spaces surround this character, make them nonbreaking spaces . To indicate magnification, put the multiplication sign first, then a nonbreaking space , and then the number (e.g., × 4).
· middle dot	Alt + 0183	Use this character to indicate multiplication in an inline equation. If spaces surround this character, make them nonbreaking spaces . Don't use this character as a separator in a phone number.
÷ division	Alt + 0247	If spaces surround this character, make them nonbreaking spaces .
≠ is not equal to	2260, Alt + x (Type 2260 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character.
≈ is almost equal to	Alt + 247 or 2248, Alt + x (Type 2248 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character.
≅ is almost equal or equal to	224a, Alt + x (Type 224 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character. The font always reverts to Cambria Math.
≐ is approximately equal to	2245, Alt + x (Type 2245 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character. The font always reverts to Cambria Math.

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Character	Keystrokes	Notes and Suggestions
≡ is identical to	Alt + 240 or 2261, Alt + x (Type 2261 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character.
≠ is not identical to	2262, Alt + x (Type 2262 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character. The font always reverts to Cambria Math.
≤ is less than or equal to	Alt + 243 or 2264, Alt + x (Type 2264 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character.
≥ is greater than or equal to	Alt + 242 or 2265, Alt + x (Type 2265 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character.
≍ is less than but not equal to	2268, Alt + x (Type 2268 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character. The font always reverts to Cambria Math.
≎ is greater than but not equal	2269, Alt + x (Type 2269 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character. The font always reverts to Cambria Math.
≪ is much less than	226a, Alt + x (Type 226 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character. The font always reverts to Cambria Math.
≫ is much greater than	226b, Alt + x (Type 226 on number pad or on keys above letters.)	Use this character only with numbers. Put a nonbreaking space between the preceding number and this character. The font always reverts to Cambria Math.
∴ therefore	2234, Alt + x (Type 2234 on number pad or on keys above letters.)	Use only in mathematical expressions. The font always reverts to Cambria Math.
∵ because	2235, Alt + x (Type 2235 on number pad or on keys above letters.)	Use only in mathematical expressions. The font always reverts to Cambria Math.
∞ infinity	Alt + 236 or 221e, Alt + x (Type 221 on number pad or on keys above letters.)	Use only in mathematical expressions.
™ trademark	Alt + 0153	Use this character only when absolutely necessary (see KSC-DF-107) instead of typing the letters and applying superscript.
® registered	Alt + 0174	Use this character only when absolutely necessary (see KSC-DF-107).
† dagger	Alt + 0134	Use this character in superscript as a note indicator in a table or as a footnote symbol in text.
‡ double dagger	Alt + 0135	Use this character in superscript as a note indicator in a table or as a footnote symbol in text.

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Character	Keystrokes	Notes and Suggestions
§ section	Alt + 21 or Alt + 0167	Use this character in superscript as a note indicator in a table or as a footnote symbol in text. Also use this character as a symbol for section directly before the section number (e.g., §2.2). To indicate multiple sections or a range, put two of these characters directly before the first section number (e.g., §§2.2 and 2.3).
¶ paragraph	Alt + 20 or Alt + 0182	Use this character when necessary in instructions for typesetting.
▣ cell	Alt + 0164	Use this character when necessary in instructions for working in tables.
• bullet	Alt + 0149	Use this character in a running line of text, if necessary as a separator (often in the footer). Don't use this character as a separator in a phone number.
¼	Alt + 0188	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ¼ and 1/16.
½	Alt + 0189	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ½ and 1/16.
¾	Alt + 0190	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ¾ and 1/16.
⅓	2153, Alt + x (Type 2153 on number pad or on keys above letters.)	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ⅓ and 1/16.
⅔	2154, Alt + x (Type 2154 on number pad or on keys above letters.)	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ⅔ and 1/16.
⅛	215b, Alt + x (Type 215 on number pad or on keys above letters.)	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ⅛ and 1/16.
⅜	215c, Alt + x (Type 215 on number pad or on keys above letters.)	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ⅜ and 1/16.
⅝	215d, Alt + x (Type 215 on number pad or on keys above letters.)	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ⅝ and 1/16.
⅞	215e, Alt + x (Type 215 on number pad or on keys above letters.)	Use this single character instead of full-size characters only when all fractions in a document can be shown as single characters. For example, don't mix ⅞ and 1/16.
cent (¢)	Alt + 0162	Use this character only (1) with a number, (2) when all related amounts in a view are less than \$1.00, and (3) when the cent symbol makes the amounts easier to recognize
£ British pound (currency)	Alt + 0163	Place this character immediately before the number, just like a dollar sign.

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€ euro	Alt + 0128	Place this character immediately before the number, just like a dollar sign.
✓ check mark	2713, Alt + x (Type 2713 on number pad or on keys above letters.)	Use chiefly in illustrations or tables.
↕ vertical double-headed arrow	Alt + 18	Use chiefly in illustrations or tables.
↑ up arrow	Alt + 24	Use chiefly in illustrations, tables, or keyboarding instructions.
↓ down arrow	Alt + 25	Use chiefly in illustrations, tables, or keyboarding instructions.
→ right arrow	Alt + 26	Use chiefly in illustrations, tables, or keyboarding instructions. In running text, put a nonbreaking space between the preceding character and this character.
← left arrow	Alt + 27	Use chiefly in illustrations, tables, or keyboarding instructions. In running text, put a nonbreaking space between the preceding character and this character.
↔ horizontal double-headed arrow	Alt + 29	Use chiefly in illustrations, tables, or keyboarding instructions. In running text, generally put a nonbreaking space on both sides of this character.