

## Quick Key Strokes Used in *Microsoft Word* for Spanish Diacritical and Punctuation Marks

- ñ** Press <Ctrl> <Shift> < ~ > all together, let go; press <n>
- á** Press <Ctrl> <'> together, then press <a>
- é** Press <Ctrl> <'> together, then press <e>
- í** Press <Ctrl> <'> together, then press <i>
- ó** Press <Ctrl> <'> together, then press <o>
- ú** Press <Ctrl> <'> together, then press <u>
- ¿** Press <Ctrl> <Alt> <Shift> <?> together
- ¡** Press <Ctrl> <Alt> <Shift> <!> together

|                           |
|---------------------------|
| <CTRL> <S> = SAVE         |
| <CTRL> <P> = PRINT        |
| <CTRL> <X> = CUT          |
| <CTRL> <C> = COPY         |
| <CTRL> <V> = PASTE        |
| <CTRL> <A> = SELECT ALL   |
| <CTRL> <B> = BOLDPRINT    |
| <CTRL> <I> = ITALICIZE    |
| <CTRL> <U> = UNDERLINE    |
| <CTRL> <W> = CLOSE WINDOW |
| <CTRL> <Z> = Undo         |
| Shift : shift ) = smile   |
| Shift: shift ( = frown    |

Use these symbols in programs other than MS Word, when the above symbols will not work.

|   |         |
|---|---------|
| á | alt 160 |
| é | alt 130 |
| í | alt 161 |
| ó | alt 162 |
| ú | alt 163 |
| ñ | alt 164 |
| ¿ | alt 168 |
| ¡ | alt 173 |