

Les accents avec Microsoft WORD

aigu = ctrl + apostrophe (') + letter

étudiant

grave = ctrl + (`) (key on upper left side of the keyboard, under the tilde ~) + letter

très

cédille = ctrl + comma (,) + letter c

ça va

tréma = ctrl/shift + colon (:) + letter

Noël

circumflexe = ctrl + shift + 6 (^) + letter

bête

Be sure to hold the control key and following key simultaneously. Release. Then, hit the letter where you want the accent. For upper case, hit the shift key and the letter. Gets easier with practice!

Here is an alternate way to access diacritics. This will work in Microsoft Works and email. Hold the alt key down. While holding the alt key, type the following numbers on the number pad (right hand side) of your keyboard. Make sure the number key is locked.

ALT +	ALT +
à 133	À 0192
â 131	Â 0194
ä 132	Ä 142
æ 145	Æ 146
ç 135	Ç 128
é 130	É 144
è 138	È 0200
ê 136	Ê 0202
ë 137	Ë 0203
î 140	Î 0206
ï 139	Ï 0207
ô 147	Ô 0212
œ 0156	Œ 0140
ù 151	Ù 0217
û 150	Û 0219
ü 129	Ü 154
« 174	» 175