

In WORD, if you hold down the **ALT key** (left hand) and type the following **numbers on the number pad** (right hand), you can get the accents indicated. *Make sure the number lock key is activated.*

131 â

132 ä

133 à

142 Ä

130 é

136 ê

137 ë

138 è

144 É

139 ï

140 î

147 ô

148 ö

153 Ö

129 ü

150 û

151 ù

154 Ü

128 Ç

135 ç

174 «

175 »