

How to get letters with accent marks in Microsoft Word

Updated: 04/09/2024 by [Computer Hope](#)

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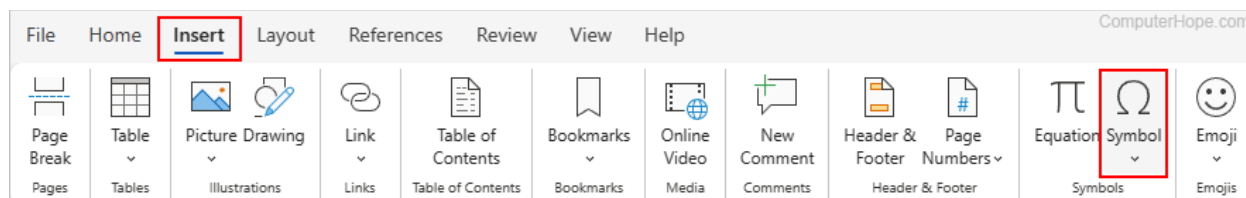
Letters with accent marks may be created in [Microsoft Word](#) using various methods, many of which are listed below. These steps help those who do not have specialized keyboards. To proceed, select from the list or check out each section in order.

- [Inserting accented letters with the menu bar or Ribbon.](#)
- [Using keyboard shortcuts.](#)
- [Using Alt Codes.](#)
- [Using a third-party program.](#)

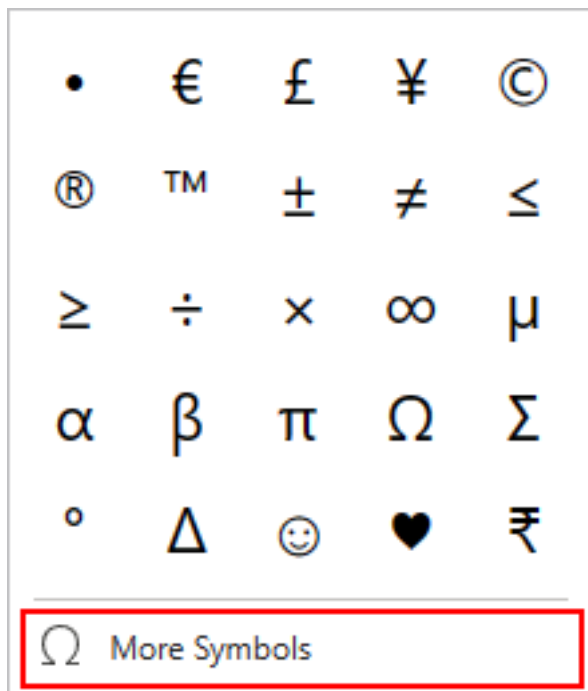
Inserting accented letters with the menu bar or Ribbon

The steps in this section only work with certain versions of Word. If you cannot insert accent marks with these steps, see the [section on Alt codes](#).

1. Open **Microsoft Word**.
2. Select the **Insert** tab on the [Ribbon](#) or click **Insert** in the menu bar.
3. On the Insert tab or the Insert [drop-down](#), select the **Symbol** option.

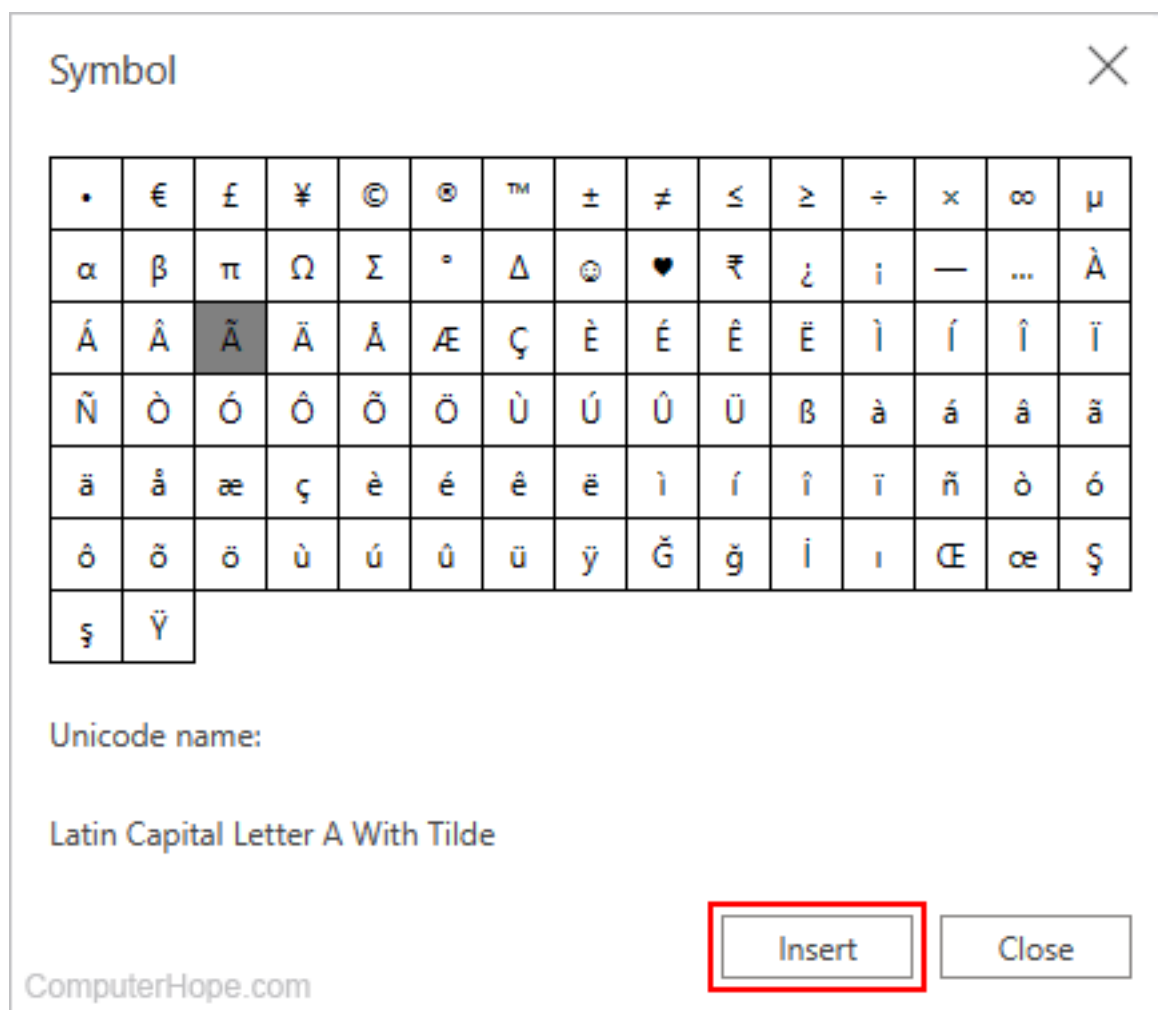


4. Select the desired accented character. Scroll through the entire list or select from the *Subset* drop-down list to view a specific type. In Microsoft Word Online, click **More Symbols** to see additional options.



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5. After selecting the desired accented letter or symbol, click the **Insert** button.



Tip

Once you've inserted an accented character, you may [copy and paste](#) it anywhere in the worksheet.

Using keyboard shortcuts

Microsoft Word users can also utilize the following combinations of keys to add accent marks to their letters. For example, to get the à character, press [Ctrl](#), and press ` (the [tilde](#) key). Then, release both keys and quickly press A.

Note

Microsoft Word Online (the web version) does not support the ability to add accented letters using keyboard shortcuts.

Tip

You must press the letter key quickly after releasing the keyboard shortcuts. Otherwise, the non-accented version of the letter is created.

To get [uppercase](#) accent letters, turn on **Caps Lock** before using the keyboard shortcuts. Alternatively, after pressing the keyboard shortcuts together, release all but [Shift](#), and press the desired letter to create an uppercase accent letter. This [Shift](#) option only works for those shortcuts utilizing [Shift](#), as listed below.

| Desired Symbol | Keyboard Shortcut |
|------------------------------------|--|
| à, è, ì, ò, ù, À, È, Ì, Ò, Ù | Ctrl+` (accent grave), <i>the letter</i> |
| á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý | Ctrl+' (apostrophe), <i>the letter</i> |
| â, ê, î, ô, û, Â, Ê, Î, Ô, Û | Ctrl+Shift+^ (caret), <i>the letter</i> |
| ã, ñ, õ, Ã, Ñ, Õ | Ctrl+Shift+~ (tilde), <i>the letter</i> |
| ä, ë, ï, ö, ü, ÿ, Ä, Æ, Ì, Ö, Ü, ÿ | Ctrl+Shift+: (colon), <i>the letter</i> |
| å, Å | Ctrl+Shift+@ (At), a or A |
| æ, Æ | Ctrl+Shift+& (ampersand), a or A |
| œ, Œ | Ctrl+Shift+& (ampersand), o or O |
| ç, Ç | Ctrl+, (comma), c or C |
| ð, Ð | Ctrl+' (apostrophe), d or D |
| ø, Ø | Ctrl+/, o or O |
| ı | Alt+Ctrl+Shift+? |
| ı | Alt+Ctrl+Shift+! |
| ß | Ctrl+Shift+&, s |

Using Alt Codes

If you can't find the accented letters you're looking for in the menus or by utilizing [keyboard shortcuts](#), try using [Alt codes](#).

1. Open **Microsoft Word**.
2. Click an area in the document where you want to insert a character with an [accent mark](#).
3. Press either [Alt](#) key, type the appropriate number sequence (shown in the table below) on the [numeric keypad](#), and release [Alt](#). For example, to get an accented "a" with an acute accent, you'd press [Alt](#)+0225.

Note

All numbers in an Alt code must be entered and typed on the numeric keypad.