Latin Alphabet special characters in Microsoft Word
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For the purpose of this article, only accented letters and special characters from the Albanian, Basque, Bosnian, Catalan, Croatian, Czech, Danish, Dutch, Estonian, Faroese, Finnish, French, English, German, Hungarian, Icelandic, Italian, Latvian, Lithuanian, Malagasy, Maltese, Norwegian, Polish, Portuguese, Romanian, Slovakian, Slovenian, Swedish, Spanish and Turkish languages will be shown. Languages like Vietnamese, Esperanto and Yoruba, which also use the Latin Alphabet, will not be explored due to the complexity of the accentuation. Although special characters for Arabic, Chinese, Farsi, Greek, Hebrew, Japanese, Korean, Russian and others exist in Microsoft Word, we will not explore them in this article.

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1. The Acute (includes Scandinavian Eth)

1.a The lowercase acute
Press and hold the Ctrl key and the Apostrophe key. Release and type the desired support letter: (“Ctrl” + “’” then letter)

“Ctrl” + “’” then a = á
“Ctrl” + “’” then d = ð
“Ctrl” + “’” then e = é
“Ctrl” + “’” then i = í
“Ctrl” + “’” then o = ó
“Ctrl” + “’” then u = ú
“Ctrl” + “’” then y = ý

1.b The uppercase acute
Press and hold the Ctrl key and the Apostrophe key. Release and type the desired support letter: (“Ctrl” + “’” then “Shift” + letter)

“Ctrl” + “’” then “Shift” + a = Á
“Ctrl” + “’” then “Shift” + d = Ð
“Ctrl” + “’” then “Shift” + e = É
“Ctrl” + “’” then “Shift” + i = Í
“Ctrl” + “’” then “Shift” + o = Ó
“Ctrl” + “’” then “Shift” + u = Ú
“Ctrl” + “’” then “Shift” + y = Ý

2. The Breve

2.a The lowercase breve
Type in the Code and then press and hold the Alt key and the “x” key.

0103 then “Alt” + “x” = â
0115 then “Alt” + “x” = ê
012d then “Alt” + “x” = ĭ
014f then “Alt” + “x” = ŕ
016d then “Alt” + “x” = ŭ

2.b The uppercase breve
Type in the Code and then press and hold the Alt key and the “x” key.

0102 then “Alt” + “x” = Â
0114 then “Alt” + “x” = É
012c then “Alt” + “x” = Î
014e then “Alt” + “x” = Ô
016c then “Alt” + “x” = Ù
3. The Cedilla

3.a The lowercase cedilla
Press and hold the Ctrl key and the Comma key. Release and type the desired support letter: (“Ctrl” + “,” then letter)

“Ctrl” + “,” then “c” = ç

NB: The Romanian letter ş can only be inserted by typing “015f” then holding down the Alt key and “x.”
NB: The Romanian letter ţ can only be inserted by typing “0163” then holding down the Alt key and “x.”

3.b The uppercase cedilla
Press and hold the Ctrl key and the Comma key. Release. Press and hold the Shift key and type the desired support letter: (“Ctrl” + “,” then “Shift” + letter)

“Ctrl” + “,” then “Shift” + “c” = Ç

NB: The Romanian letter Ş can only be inserted by typing “015e” then holding down the Alt key and “x.”
NB: The Romanian letter Ţ can only be inserted by typing “0162” then holding down the Alt key and “x.”

4. The Circumflex

4.a The lowercase circumflex
Press and hold the Ctrl key and the Shift key and the Carrot (above the 6) key. Release and type the desired support letter: (“Ctrl” + “Shift” + “^” then letter)

“Ctrl” + “Shift” + “^” then “a” = â
“Ctrl” + “Shift” + “^” then “e” = ê
“Ctrl” + “Shift” + “^” then “i” = î
“Ctrl” + “Shift” + “^” then “o” = ô
“Ctrl” + “Shift” + “^” then “u” = û

4.b The uppercase circumflex
Press and hold the Ctrl key and the Shift key and the Carrot (above the 6) key. Release and type the desired support letter: (“Ctrl” + “Shift” + “^” then “Shift” + letter)

“Ctrl” + “Shift” + “^” then “Shift” + “a” = Â
“Ctrl” + “Shift” + “^” then “Shift” + “e” = É
“Ctrl” + “Shift” + “^” then “Shift” + “i” = Î
“Ctrl” + “Shift” + “^” then “Shift” + “o” = Ô
“Ctrl” + “Shift” + “^” then “Shift” + “u” = Ù
5. The Diærisis / Umlaut

5.a The lowercase Diærisis / Umlaut
Press and hold the Ctrl key and the Shift key and the Carrot key. Release and type the desired support letter: (“Ctrl” + “Shift” + “:” then letter)

“Ctrl” + “Shift” + “:” then a = ä
“Ctrl” + “Shift” + “:” then e = ë
“Ctrl” + “Shift” + “:” then i = ï
“Ctrl” + “Shift” + “:” then o = ö
“Ctrl” + “Shift” + “:” then u = ü
“Ctrl” + “Shift” + “:” then y = ſ

5.b The uppercase Diærisis / Umlaut
Press and hold the Ctrl key and the Shift key and the Carrot key. Release and type the desired support letter: (“Ctrl” + “Shift” + “:” then “Shift” + letter)

“Ctrl” + “Shift” + “:” then “Shift” + a = À
“Ctrl” + “Shift” + “:” then “Shift” + e = È
“Ctrl” + “Shift” + “:” then “Shift” + i = Ì
“Ctrl” + “Shift” + “:” then “Shift” + o = Ö
“Ctrl” + “Shift” + “:” then “Shift” + u = Ù
“Ctrl” + “Shift” + “:” then “Shift” + y = Ÿ

6. The Dot Accent

6.a The lowercase dot accent
Type in the Code and then press and hold the Alt key and the “x” key.

010b then “Alt” + “x” = ċ
0121 then “Alt” + “x” = ġ
017c then “Alt” + “x” = ż

6.b The uppercase dot accent
Type in the Code and then press and hold the Alt key and the “x” key.

010a then “Alt” + “x” = Č
0120 then “Alt” + “x” = ĺ
017b then “Alt” + “x” = Ź
7. The Double Acute

7.a The lowercase double acute
Type in the Code and then press and hold the Alt key and the “x” key.

0151 then “Alt” + “x” = ő
0171 then “Alt” + “x” = ũ

7.b The uppercase double acute
Type in the Code and then press and hold the Alt key and the “x” key.

0150 then “Alt” + “x” = Ő
0170 then “Alt” + “x” = Ŭ

8. The Eszett

Press and hold the Ctrl key and the Shift key and the & key (above the 7 key). Release and type the desired support letter: (“Ctrl” + “Shift” + “&” then “s”)

“Ctrl” + “Shift” + “&” then “s” = ß

9. The Grave

9.a The lowercase grave
Press and hold the Ctrl key and the Grave key (” ` ” : usually on the same key as the tilde). Release and type the desired support letter: (“Ctrl” + “ ` ” then letter)

“Ctrl” + “ ` ” then “a” = à
“Ctrl” + “ ` ” then “e” = è
“Ctrl” + “ ` ” then “i” = ì
“Ctrl” + “ ` ” then “o” = ô
“Ctrl” + “ ` ” then “u” = ù

9.b The uppercase grave
Press and hold the Ctrl key and the Grave key (” ` ” : usually on the same key as the tilde). Release and type the desired support letter: (“Ctrl” + “ ` ” then “Shift” + letter)

“Ctrl” + “ ` ” then “Shift” + “a” = À
“Ctrl” + “ ` ” then “Shift” + “e” = È
“Ctrl” + “ ` ” then “Shift” + “i” = Í
“Ctrl” + “ ` ” then “Shift” + “o” = Ô
“Ctrl” + “ ` ” then “Shift” + “u” = Û
10. The Háček / Caron

10.a The lowercase háček / caron
Type in the Code and then press and hold the Alt key and the “x” key.

010d then “Alt” + “x” = č
010f then “Alt” + “x” = d
011b then “Alt” + “x” = ě
013e then “Alt” + “x” = ź
0148 then “Alt” + “x” = ň
0159 then “Alt” + “x” = ř
0161 then “Alt” + “x” = š
0165 then “Alt” + “x” = t
017e then “Alt” + “x” = ž

10.b The uppercase háček / caron
Type in the Code and then press and hold the Alt key and the “x” key.

010c then “Alt” + “x” = Č
010e then “Alt” + “x” = Đ
011a then “Alt” + “x” = Ė
013d then “Alt” + “x” = Ł
0147 then “Alt” + “x” = Ň
0158 then “Alt” + “x” = Ř
0160 then “Alt” + “x” = Ś
0164 then “Alt” + “x” = T
017d then “Alt” + “x” = Ž

11. The Ligature

11.a The lowercase ligature
Press and hold the Ctrl key, the Shift key and the “&” key (above the 7 key). Release and type the desired support letter: (“Ctrl” + “Shift” + “&” then letter)

“Ctrl” + “Shift” + “&” then “a” = æ
“Ctrl” + “Shift” + “&” then “o” = œ

11.b The uppercase ligature
Press and hold the Ctrl key, the Shift key and the “&” key (above the 7 key). Release and type the desired support letter: (“Ctrl” + “Shift” + “&” then “Shift” + letter)

“Ctrl” + “Shift” + “&” then “Shift” + “a” = Æ
“Ctrl” + “Shift” + “&” then “Shift” + “o” = Ò
12. The Macron

12.a The lowercase macron
Type in the Code and then press and hold the Alt key and the “x” key.

0101 then “Alt” + “x” = å
0113 then “Alt” + “x” = ê
012b then “Alt” + “x” = ì
014d then “Alt” + “x” = ô
016b then “Alt” + “x” = ù

12.b The uppercase macron
Type in the Code and then press and hold the Alt key and the “x” key.

0100 then “Alt” + “x” = Å
0112 then “Alt” + “x” = É
012a then “Alt” + “x” = Ê
014c then “Alt” + “x” = Õ
016a then “Alt” + “x” = Ü

13. The Ogonek

13.a The lowercase ogonek
Type in the Code and then press and hold the Alt key and the “x” key.

0105 then “Alt” + “x” = æ
0119 then “Alt” + “x” = ø
012f then “Alt” + “x” = į
0173 then “Alt” + “x” = ų

13.b The uppercase ogonek
Type in the Code and then press and hold the Alt key and the “x” key.

0104 then “Alt” + “x” = Å
0118 then “Alt” + “x” = È
012e then “Alt” + “x” = Ê
0172 then “Alt” + “x” = Ü
14. The ‘Ring’ / ‘Circle’ Accent

14.a The lowercase ring / circle accent
Type in the Code and then press and hold the Alt key and the “x” key.

00e5 then “Alt” + “x” = å
016f then “Alt” + “x” = ů

14.b The uppercase ring / circle accent
Type in the Code and then press and hold the Alt key and the “x” key.

00c5 then “Alt” + “x” = Å
016e then “Alt” + “x” = Ů

15. The Tilde

15.a The lowercase tilde
Press and hold the Ctrl key, the Shift key and the Tilde key (“ ~ “). Release and type the desired support letter: (“Ctrl” + “Shift” + “~” then letter)

“Ctrl” + “Shift” + “~” then “a” = ā
“Ctrl” + “Shift” + “~” then “o” = ō
“Ctrl” + “Shift” + “~” then “n” = ñ

15.b The uppercase tilde
Press and hold the Ctrl key, the Shift key and the Tilde key (“ ~ “). Release and type the desired support letter: (“Ctrl” + “Shift” + “~” then “Shift” + letter)

“Ctrl” + “Shift” + “~” then “Shift” + “a” = Å
“Ctrl” + “Shift” + “~” then “Shift” + “o” = Ŷ
“Ctrl” + “Shift” + “~” then “Shift” + “n” = Ñ