

Creating special characters in Word 2003

Name	Symbol	Unicode ¹	Alternate Keystrokes ²
Angstrom	Å	00C5	Alt+0197
Apostrophe	'	0027	
Beta	β	03B2	Alt+098, Symbol font
Copyright	©	00A9	Alt+0169
Degrees	°	00B0	Alt+0176
Delta	Δ	0394	Alt+068, Symbol font
Division sign	÷	00F7	Alt+0247
Ellipsis	...	2026	Alt+0133
Em dash	—	2014	Alt+0151
En dash	–	2013	Alt+0150
Equal to or greater than	≥	2265	Alt+0179, Symbol font
Equal to or less than	≤	2264	Alt+0163, Symbol font
Euro	€	20AC	Alt + 0128
Lambda	λ	03BB	Alt+0108, Symbol font
Mu (micron symbol)	μ	03BC	Alt+0181
Multiplication sign	×	00D7	Alt+0215
Nonbreaking hyphen	-		Ctrl+Shift+hyphen
Nonbreaking space			Ctrl+Shift+space
Omega (ohm)	Ω	2126	Alt+087, Symbol font
Phi (uppercase)	Φ	03A6	
Phi (lowercase)	φ	03C6	
Plus or minus	±	00B1	Alt+0177
Prime	'	2032	Alt+0162, Symbol font
Quotation, double close (right)	”	201D	Alt+0148
Quotation, double open (left)	“	201C	Alt+0147
Quotation, single close (right)	’	2019	Alt+0146
Quotation, single open (left)	‘	2018	Alt+0145
Sigma (uppercase)	Σ	03A3	Alt+083, Symbol font
Sigma (lowercase)	σ	03C3	
Theta (uppercase)	Θ	0398	Alt+081, Symbol font
Theta (lowercase)	θ	03B8	Alt+0113, Symbol font
Trademark, registered	®	00AE	Alt+0174
Trademark, unregistered	™	2122	Alt+0153

1. Type the characters and then press Alt+x.
2. Hold the Alt key while typing the code on the numeric keypad.