

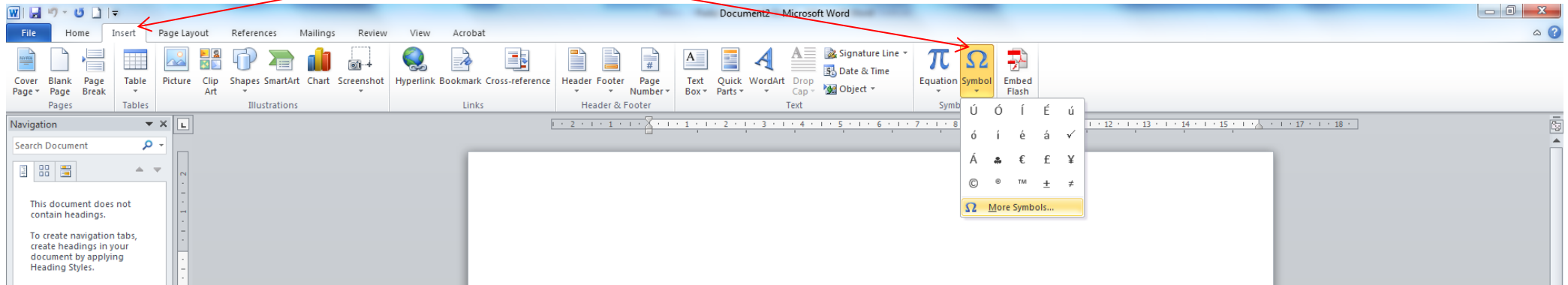
## Fadaí i Microsoft Word

á	Alt+0225	Ctrl+', a
é	Alt+0223	Ctrl+', e
í	Alt+0237	Ctrl+', i
ó	Alt+0243	Ctrl+', o
ú	Alt+0250	Ctrl+', u
Á	Alt+0193	Ctrl+', Shift+a
É	Alt+0201	Ctrl+', Shift+e
Í	Alt+0205	Ctrl+', Shift+i
Ó	Alt+0211	Ctrl+', Shift+o
Ú	Alt+0218	Ctrl+', Shift+u
<i>Instructions:</i>	With the Alt key (left of the space bar) depressed, simultaneously key in the number.	First press Ctrl (Control – either one, underneath the Shift keys) and the apostrophe key together. Let go, then press the vowel, or shift+vowel to get a capital.

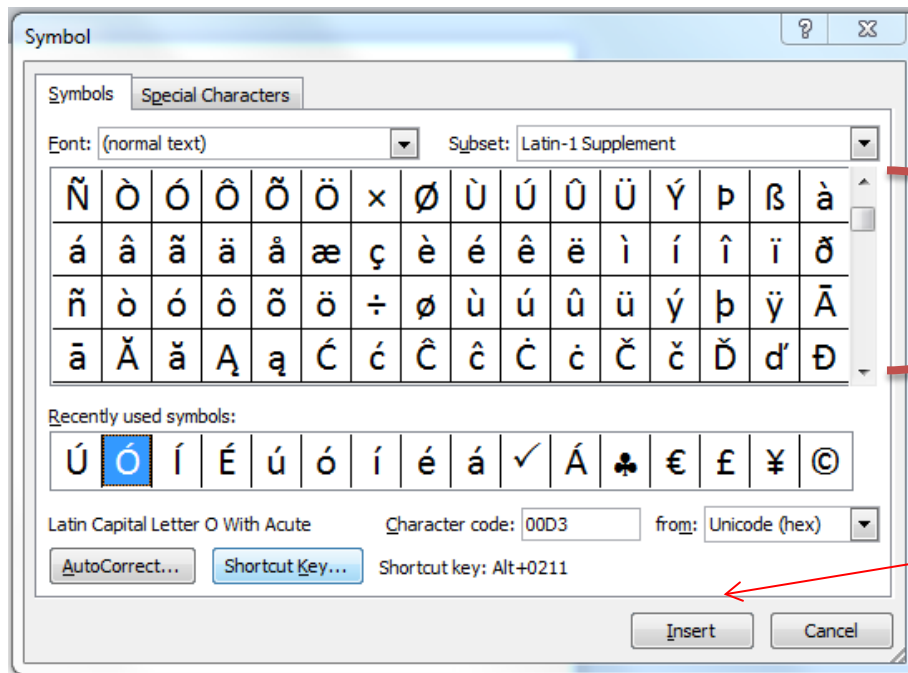
What other examples can you think of?

Sean means 'old', Seán is a boy's name.

To insert a symbol manually, select the Insert tab, then press Symbol.



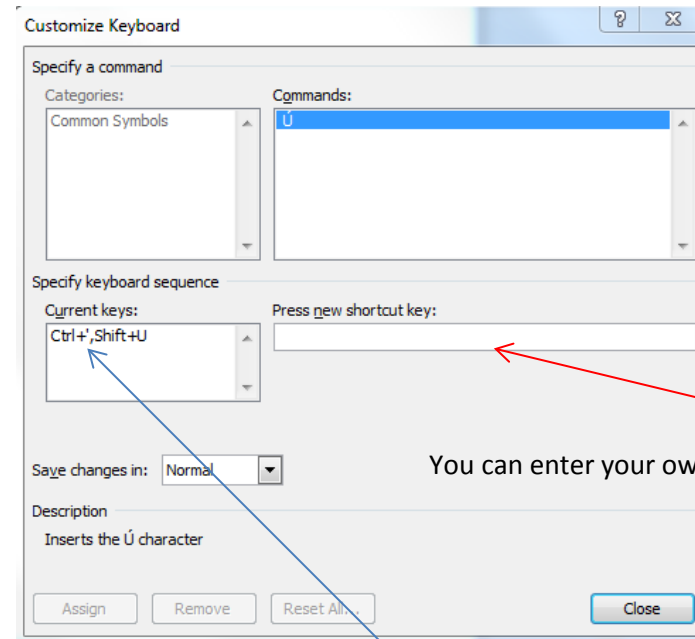
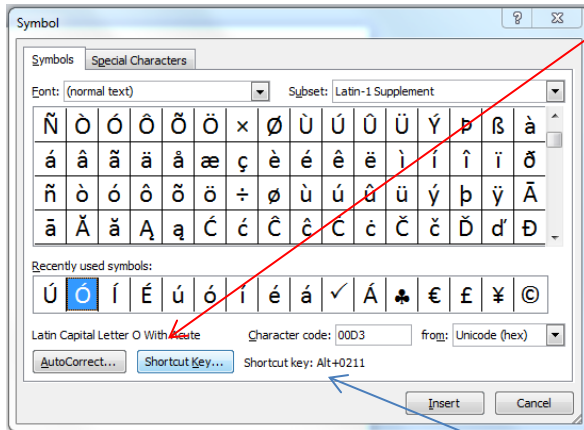
That will open this dialogue box:



Scroll up and down to choose the symbol you want.

Then press Insert

If you want to create your own shortcuts, Press the Shortcut Key to open this dialogue box:



You will note from the first table, the numeric shortcut key (using Alt) is noted here and the Ctrl shortcut key is explained here.