

Accessing French Characters, Accents and Symbols with Microsoft Office™

There are many options for accessing French characters, accents and symbols, and these differ depending on which operating systems, applications, or devices are being used. The options presented in this appendix are limited to Microsoft Office™ used with an English-language keyboard. These options include:

- ▶ inserting symbols using the Insert Menu
- ▶ pasting in symbols using the Character Map
- ▶ using keyboard shortcuts
- ▶ using numerical codes or shortcuts
- ▶ adding a French-language setting and making use of an onscreen keyboard for reference.

Using the “Insert Symbol” Drop-down Menu

Students and teachers may follow these steps when inserting characters or symbols needed in French.

- ▶ When working on a document, click on the “Insert” tab at the top of the screen to open a drop-down menu.
- ▶ Select “Symbol” to open a chart of symbols, including accented characters.
- ▶ Scroll down to locate the necessary symbol (vowel plus accent or *la cédille*) and then double click on it.
- ▶ The symbol should appear in the current document.
- ▶ Recently-used symbols are found at the bottom of the symbol screen, as are the numerical codes or shortcuts.

Using the Character Map

The Character Map can be found by clicking on the “Start” tab and selecting “All Programs,” then “Accessories” and “System Tools.” Students and teachers using the character map follow almost the same steps as those listed for inserting symbols; however, the chosen character or symbol must be pasted into the document. This can be done by clicking on “Select” and “Copy” and then using a shortcut for the paste command, i.e., pressing down the “Ctrl” key and the “V” key simultaneously and pasting the symbol into the document.

Using numerical codes or shortcuts to access French characters and symbols

When working with an English language keyboard, students and teachers may choose to use a combination of the “Alt” key and various combinations of numbers in order to create characters, symbols and accents that they need when typing in French. The number lock must also be on in order to access these accents and symbols in this manner.

accent grave	
à	0224
À	0192
è	0232
È	0200
ù	0249
Û	0217
accent aigu	
é	0233
É	0201
accent circonflexe	
â	0226
Â	0194
ê	0234
Ê	0202
î	0238
Î	0206
ô	0244
Ô	0212
û	0251
Û	0219
tréma	
ë	0235
Ë	0203
ï	0239
Ï	0207
ü	0252
Û	0220
cédille	
ç	0231
Ç	0199
guillemets	
«	0171
»	0187
symbole de l’Euro	
€	0128