



# Coffee Break

Question on Software or Operating system.

## Add Custom Characters to Documents Using the Numeric Keypad.

Did you ever want to put a special character like the cent sign (¢) or the British pound sign (£) into a document or email? In Microsoft Word 2003 there found in (Insert) – (Symbol). There is a quick method by using the Numeric Keypad.

Regular users of word processing programs like Microsoft Word probably already know how to do this but many average PC users are not aware that using the Numeric Keypad method of inserting special characters is readily available.

To use the Numeric Keyboard for this purpose, " Num Lock" should be on. The status of Num Lock is indicated by a light (not shown) above the keypad . "Num Lock" can be toggled on and off by using the key labeled "Num Lock". This key is shown in the upper left corner of the image.



To insert a special character in a document, place the insertion point at the appropriate spot in the document.



Next, hold down the Alt key and enter the appropriate code numbers for the desired character using the Numeric Keypad. Then release the Alt key and the character will appear in your document. As an example, to enter the cent sign (¢) hold down the Alt key and enter "0162" (without quotes). Then release the Alt key.



**Table of Some Common Codes.** Like the example above just hold down the Alt key and enter the number.

cent sign	¢	0162	degree sign	°	0176	fraction three-fourths	¾	0190
pound sterling	£	0163	plus or minus	±	0177	division sign	÷	0247
yen sign	¥	0165	superscript two	<sup>2</sup>	0178	Trade mark	™	0152
section sign	§	0167	superscript three	<sup>3</sup>	0179	Euro sign	€	0128
copyright	©	0169	fraction one-fourth	¼	0188	Dagger	†	0134
registered trademark	®	0174	fraction one-half	½	0189	Double dagger	‡	0135