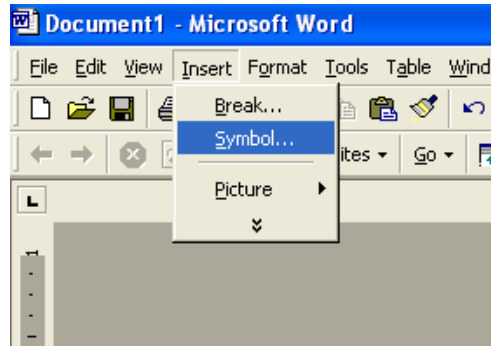


# Symbols, Accents and Superscripts

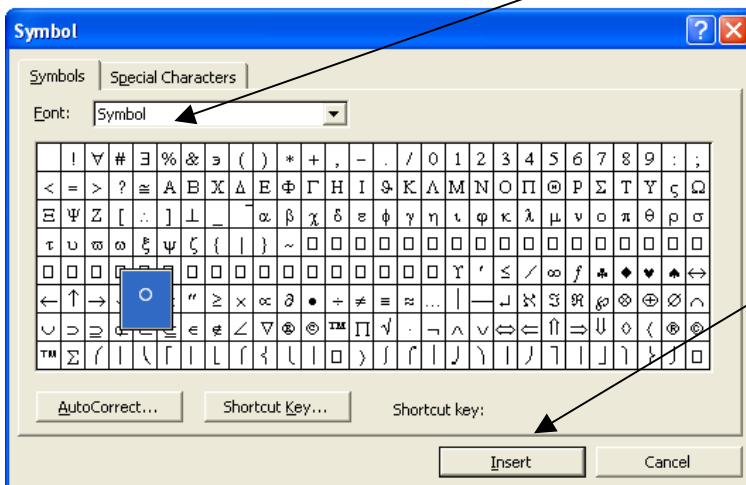
Inserting Symbols (° % → © and a whole lot more!):

To insert a symbol into your Microsoft Word document:

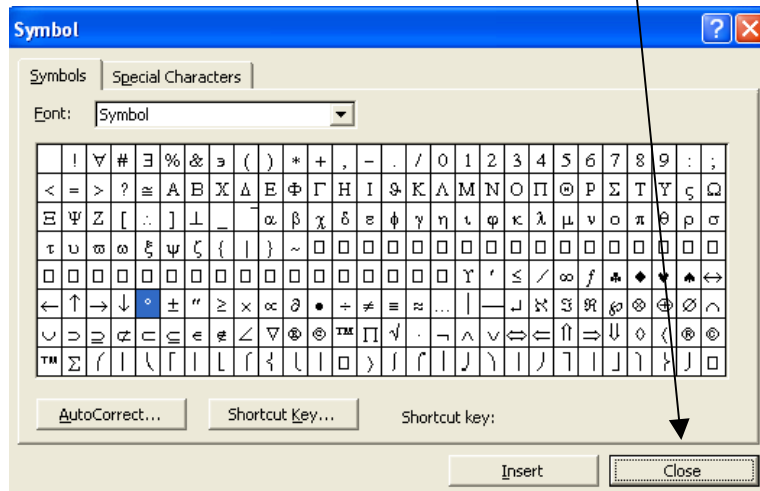
1. Go to Insert/Symbol



2. Make sure that the Font selected is Symbol.



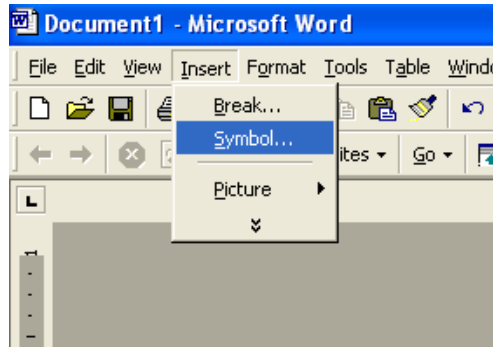
Select the symbol you want. Click on Insert and Close.



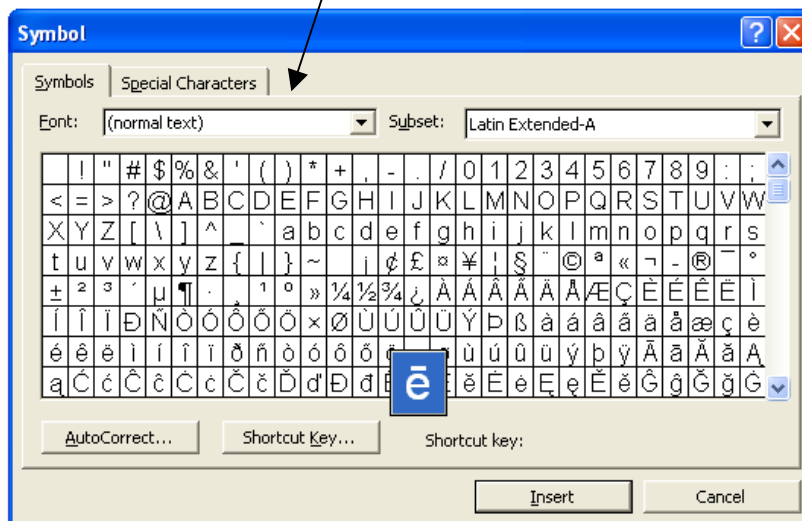
## Inserting Accent Marks

To insert an accent mark into your Microsoft Word document:

1. Go to Insert/Symbol



2. Make sure that the Font selected is (normal text).



3. Select the accent mark you want. Click on Insert and Close.

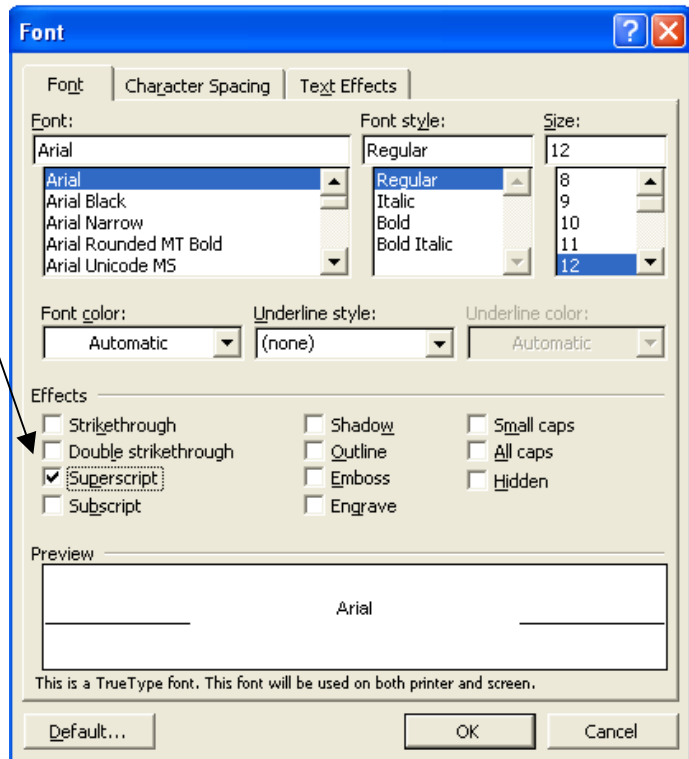
## Superscripts

To make a superscript in your Microsoft Word document:

1. Highlight the text you want displayed as a superscript:

X<sup>2</sup>

2. Go to Format/Font. Select Superscript:



3. You should end up with: X<sup>2</sup>