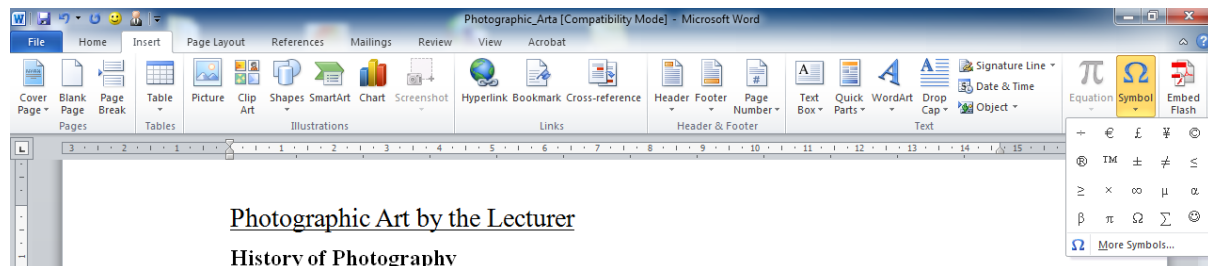


Microsoft Word 2010 Tutorials – Symbols & Characters

Purpose of tutorial: To insert special characters and symbols into a Microsoft Word document.

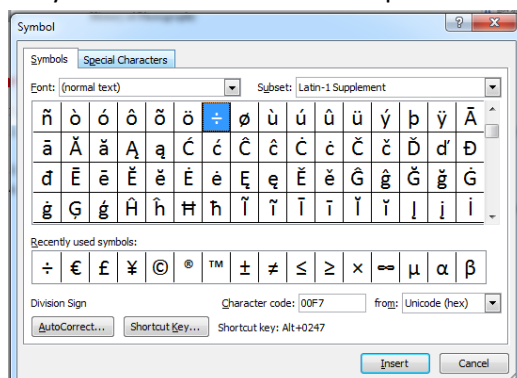
Accessing the commands: Insert ribbon tab > Symbols group > Symbols dropdown

Screenshot:



Step by step process:

1. Place the cursor at the insertion point for the symbol or special character
2. Click the Insert ribbon tab and locate the Symbol grouping at the right hand side of the ribbon
3. Click the Symbol dropdown button
4. Click on the symbol of choice or use the More Symbols option at the bottom of the dropdown for the Symbol and Special Character dialog box offering various fonts consisting of symbols as well as a tab for Special Characters (as per screenshot below)



5. If using the Symbol dialog box - Select the symbol and click the Insert button

NOTE: Microsoft Word will autocorrect / automatically convert some text and characters typed into a document directly into a symbol. For example, typing :-)) followed by punctuation such as a space will convert the colon, hyphen, close bracket into a smiley face ☺

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