

8 . Accents

In this module you will learn to create letters with accents on your screen.

One possible way to create letters with accents on your screen you have already seen in module 4 of the basic course 1: mistyping the word and letting the **spellchecker** correct the word. But it is of course better to type the word correctly in the first place.

You can make letters with accents in various different ways. In this module we will treat the creation of letters with accents by means of **ANSI-Codes** and through the **insert** menu.

On the last page of this module there is an overview of all available characters within a font. Every character has it's own so-called **ANSI-code**. You will find this code by adding the numbers in the table left and above the character. The ë for instance is in row 220 and column 15, this gives the following code:

$$\text{ë} = 220 + 15 = 235$$

With the Euro-sign in row 120 and column 8 you get the following code:

$$\text{€} = 120 + 8 = 128$$

Before you enter a code, you always first have to type a zero.

This is how you get a character onto your screen:

Look in the overview on the last page of this module to get the code belonging to the desired character. You can also look at the short list on the next page. To enter the codes, use the key-block on the right-hand side of the keyboard.

- 1 Make sure **Num-Lock** is on. (The control light is on.)
- 2 Press and hold the **Alt-key** on the left-hand side of the keyboard.
- 3 Type a **zero** before you enter the code, followed by the code.
- 4 release the **Alt-key** and the character will appear.



It is quite useful to make a list of often used characters like in the picture on the left. Stick it to your screen, so you can quickly enter the codes of these characters.

Teken	Code
€	0128
à	0224
á	0225
è	0232
é	0233
ë	0235
ì	0239
ò	0242
ó	0243



Assignment 8.1 Characters é en à

1. Create a new empty document.
2. Look-up the code for é.
3. Make sure **Num Lock** is on. The control light is on.
4. Press and hold the **Alt-key** on the left-hand side.
5. First type a **0** followed by the code.
6. Release the **Alt-key**.

The é appears.

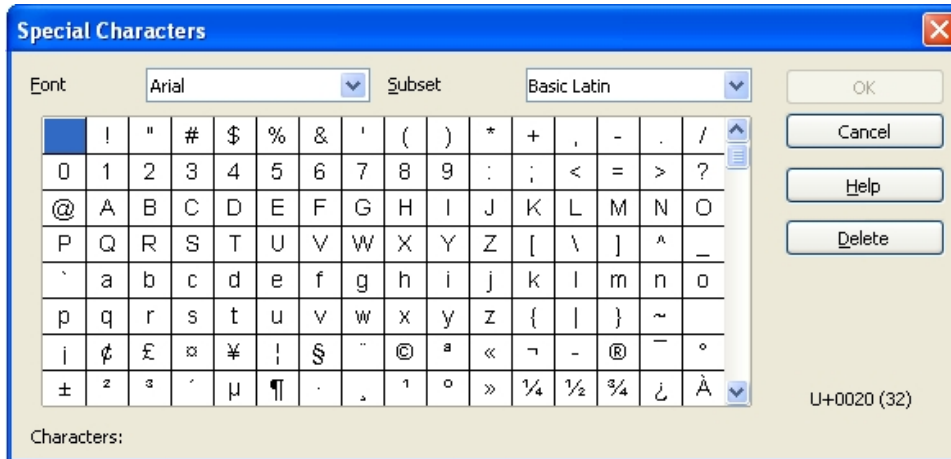
7. Create the à character with the same method.
8. Close the document without saving the changes.

A second method of adding special characters to your text is through the option **Special Characters** in the **Insert** menu. Through this option you can summon a dialogue-window with a similar table as the one on the last page of this module. You can simply click on the desired sign to insert it into your text.



Assignment 8.2 Character ï

1. Create a new empty document.
2. Select **Insert, Special Character**



The dialogue-window **Special Characters** appears.

3. In the list look-up the I character with a dieresis on it: ï. To do this you will have to move the scrollbar on the right of the window down. When you find the character, click on it so it's background will turn **blue**.
4. Click **OK**.

The window will close, and the character will be inserted into your text at the location of the cursor.

5. Close the document without saving the changes.

ANSI TABLES

Times New Roman 12 pt

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
000																				
020														!	"	#	\$	%	&	'
040	()	*	+	,	-	.	/	0	1	2	3	4	5	6	7	8	9	:	;
060	<	=	>	?	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
080	P	Q	R	S	T	U	V	W	X	Y	Z	[\]	^	_	`	a	b	c
100	d	e	f	g	h	I	j	k	l	m	n	o	p	q	r	s	t	u	v	w
120	x	y	z	()	~		€		,	f	„	…	†	‡	^	%o	Š	‹
140	€		Ž		‘	’	“	”	•	-	—	~	™	š	›	œ		ž	Ÿ	
160		ı	ϕ	£	□	¥	ı	§	”	©	ª	«	¬	-	®	¯	°	±	²	³
180	´	μ	¶	·	,	¹	º	»	¼	½	¾	¿	À	Á	Â	Ã	Ä	Å	Æ	Ç
200	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û
220	Ü	Ý	Þ	ß	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
240	ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ				

Wingdings 12 pt

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
000																				
020																				
040	☞	☛	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
060	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
080	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
100	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
120	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
140	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
160	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
180	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
200	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
220	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
240	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞