

Symbols in Word using numeric entry

Symbol	Description	Unicode	ALT+ (decimal)	notes
—	En dash	2013 Alt+X	Alt+0150	Ctrl+minus
—	Em dash	2014	Alt+0151	Ctrl+Alt+minus
™	Trademark	2122	Alt+0153	
©	Copyright	00a9	Alt+0169	
®	Registered	00ae	Alt+0174	Font dependent
%	Care of	2105	Alt+08453	
☐	Check box	2610	Alt+9744	
☒	Checked box X	2612	Alt+9746	
☑	Checked box	1f5f9	Alt+128505	
☑	Filled white check box	2611	Alt+9745	
°	Small degrees	00b0	Alt+0176	
°	Large degrees	00ba	Alt+0186	Font dependent
¿	Inverted question	00bf	Alt+0191	
¡	Inverted exclamation	00a1	Alt+0161	
±	Plus or minus	00b1	Alt+0177	
≤	Less than or equal to	2264	Alt+8804	
≥	Greater than or equal to	2265	Alt+8805	
∞	Infinity	221e	Alt+236	
Ω	Omega	03a9	Alt+234	
⇒	If...then double arrow	21d2	Alt+8658	
⇔	Left right double	21d4	Alt+8660	
÷	Divide	00f7	Alt+0247	instead of /
!!	Double exclamation	203c	Alt+8252	
✓	Check mark	2713	Alt+10003	
✓	Heavy check mark	2714	Alt+10004	Can't change color
√	Square root	221a	Alt+251	
¢	Cents	00a2	Alt+0162	
★	Black star	2605	Alt+9733	
☆	White star	2606	Alt+9734	
¶	Pilcrow	00b6	Alt+0182	Or paragraph character
??	Double question mark	2047	Alt+8263	
?!	Question exclamation	2048	Alt+8264	
‰	Per thousand	2030	Alt+0137	

Symbol appearance may vary with Font style chosen

U-codes => Type the code, **then** use **Alt+X** immediately after typing code

ASCII codes => Hold the **Alt** key **while** typing value on Number Pad *[laptop could be an issue]