

HOW TO TYPE ACCENTS ON THE MAC

Press and hold the keys listed below in the order given.
Release the keys and then type the letter to be accented.

OPTION+e, *the letter*

á, é, í, ó, ú, ' ,

SHIFT+OPTION+?

¿

OPTION+1

¡

How do I get letters with accent marks in Microsoft Word?

Updated: 12/31/2020 by Computer Hope

For users who do not have specialized keyboards, letters with accent marks may only be created using shortcut keys or through the menu bar.

À

Inserting accented letters with the menu bar or Ribbon

1. Open Microsoft Word.
2. Select the **Insert tab** on the [Ribbon](#) or click **Insert** in the menu bar.
3. On the Insert tab or the Insert [drop-down](#), select the **Symbol** option.
4. Select the desired accented character or symbol from the list of symbols.
You can scroll through the entire list or select from the *Subset* drop-down list to view a specific type of symbols.

Use keyboard shortcuts

Microsoft Word users can also utilize the following combinations of keys to add accent marks to their letters. For example, to get the à character, you'd press and hold the [Ctrl](#) key, and press the [Tilde](#) key (the [tilde](#) key). Then, release both keys and quickly press the [A](#) key.

Note

You must press the letter key quickly after releasing the shortcut keys. Otherwise, the non-accented letter is created.

A. How to type accents in Google docs:

1. On the toolbar at the top of the document, click "**Insert**".
2. Choose "Special characters".
3. Change "Symbol" to "Latin".
4. Find the letter with the **accent** you need, click on it, then OK.
5. It should now be in your document!