Office - Inserting Symbols

A Guide To Inserting Symbols In Microsoft Office Documents

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1 Word, Excel and PowerPoint

Inserting symbols in Microsoft Word, Excel and PowerPoint documents is very straight forward. This is also true for the online (Office 365) versions of the products. The following instructions show you how:

1. Open the document you want to insert the characters in and position the cursor when you want to place the symbols.

2. Click on the "Insert" tab to display the insert ribbon.
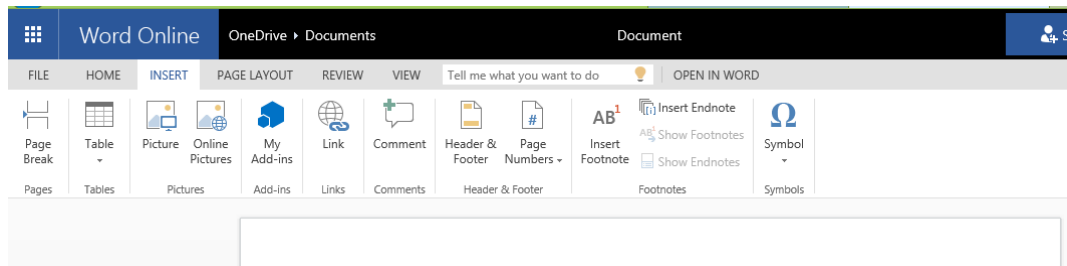
3. Click on the "Symbol" icon (on the right-hand side of the insert ribbon) to display the most frequently used symbols.
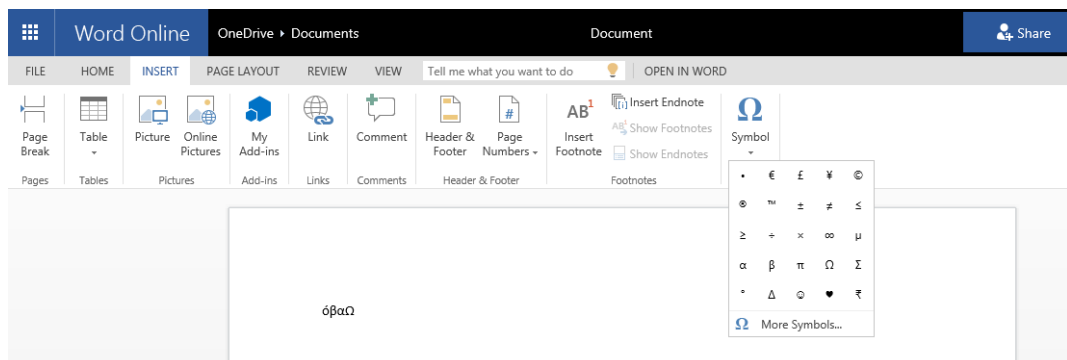
4. Click on the symbol you want or, if the required symbol isn't displayed, click on "More Symbols..." to bring up a full list.

Symbol   ✕

·	€	£	¥	©	®	™	±	≠	≤	≥	÷	×	∞	µ
α	β	π	Ω	Σ	°	Δ	☺	♥	₹	¿	¡	—	…	À
Á	Â	Ã	Ā	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
Ñ	Ò	Ó	Ô	Õ	Ö	Ù	Ú	Û	Ü	ß	à	á	â	ã
ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï	ñ	ò	ó
ô	õ	ö	ù	ú	û	ü	ÿ	Ğ	ğ	İ	ı	Œ	œ	Ş
ş	Ÿ													

Unicode name:

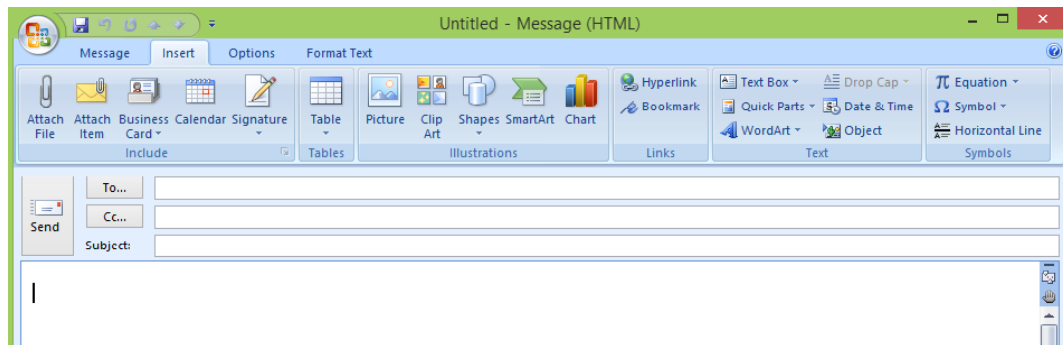Ohm Sign

                                        Insert   Close

5. If you have the full symbol list displayed then select the symbol you want and click "Insert".

6. Once you have finished inserting the required symbols click on the "Close" button.

7. To bring up the normal formatting ribbon click on the "Home" tab.

2 Outlook

To insert symbols in an email using Outlook is a straight forward procedure but is **not** possible in the online (Office 365) version. The method is very similar to that for Word, Excel and PowerPoint but is done when creating the email using the following procedure:

1. Create a new email (or reply to an existing email) and position the cursor in the body of the email where you want to put the symbol. **NB:** It is **not** possible to put symbols in the email address or subject lines.

2. Click on the "Insert" tab to display the insert ribbon.

3. Click on the "Symbol" icon (on the right-hand side of the insert ribbon) to display the most frequently used symbols.
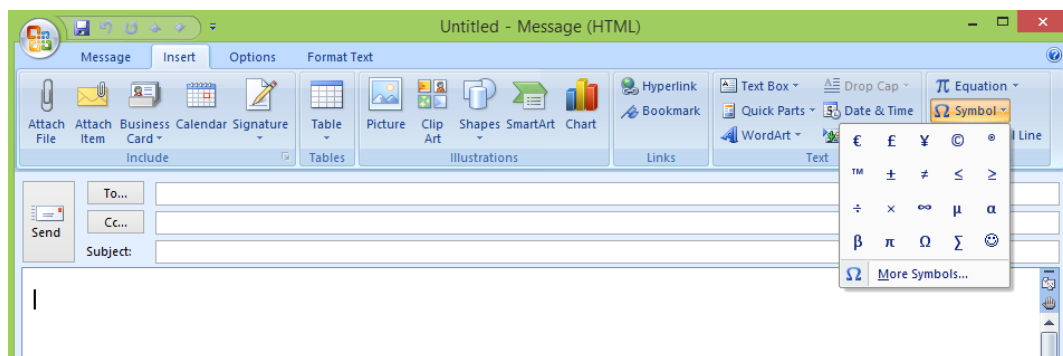
4. Click on the symbol you want or, if the required symbol isn't displayed, click on "More Symbols…" to bring up a full list.
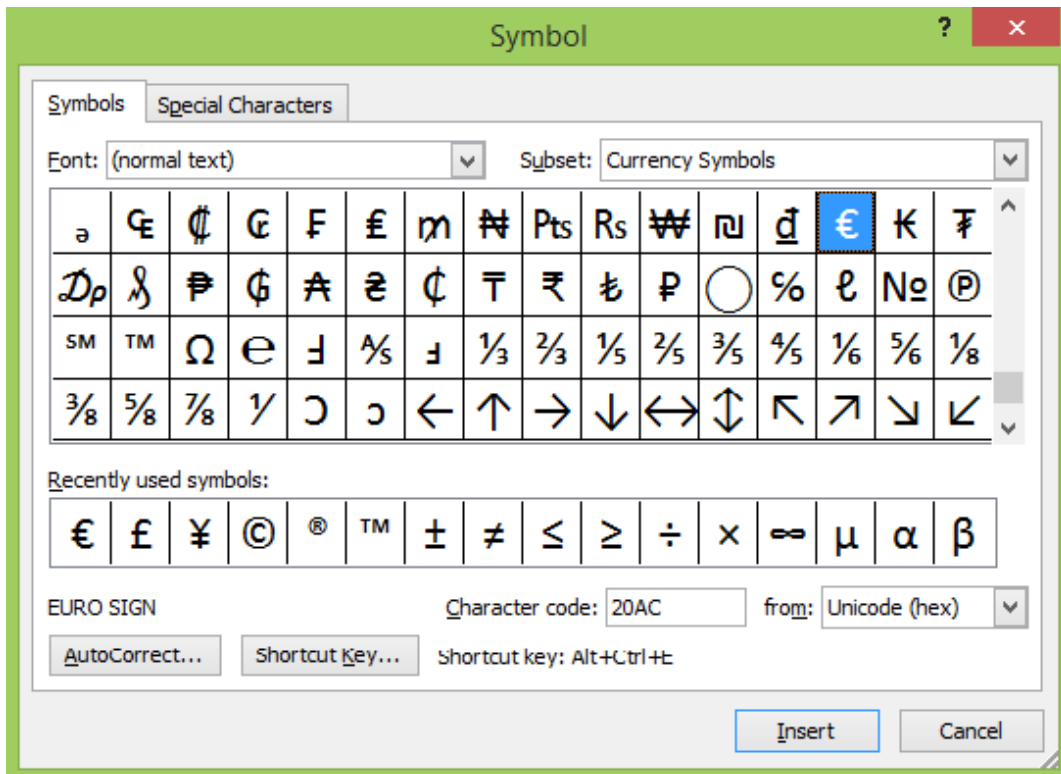
5. If you have the full symbol list displayed then select the symbol you want and click "Insert".

6. Once you have finished inserting the required symbols click on the "Close" button.

7. To bring up the normal email ribbon click on the "Message" tab.

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