# Shortcut Symbol Entry (Only for the PC)

To enter special characters in Word, you can hold down the Alt key and enter a four-digit number that starts with 0. To save time, the next page contains some three-digit numbers you can enter to produce symbols commonly encountered in chemistry. The numbers must be entered from the number keypad. You may want to print this and paste it on your monitor. Only enter the leading zero if it is shown.

Hold down

Alt; enter

the number.

|  |
| --- |
| Symbol font |
| 0174 |  |
| 175 |  |
| Times New Roman font |
| 0150 | – (en) |
| 0135 | ‡ |
| 143 | Å |
| 159 | ƒ |
| 171 | ½ |
| 236 | ∞ |
| 241 | ± |
| 248 | ° |
| 249 | ∙ |
| 0215 | × |
| 295 | ħ |
| 224 | α |
| 225 | ß |
| 967 | χ |
| 916 | Δ |
| 235 | δ |
| 238 | ε |
| 232 | Φ |
| 226 | Γ |
| 947 | γ |
| 951 | η |
| 923 | Λ |
| 955 | λ |
| 230 | µ |
| 957 | ν |
| 227 | π |
| 920 | Θ |
| 952 | θ |
| 961 | ρ |
| 228 | Σ |
| 229 | σ |
| 231 | τ |
| 965 | υ |
| 937 | Ω |
| 969 | ω |
| 958 | ξ |
| 936 | Ψ |
| 968 | ψ |