

Windows allows the user to type any available character by holding down one of the Alt keys while typing in a numeric code on the numeric keypad. For example, to type the long dash — such as those used surrounding this clause — hold down the Alt key while typing 0151 on the numeric keypad. Here is a chart showing the combinations you're most likely to need when typing for your foreign language classes:

Numeric keypad method for Spanish Accents

á	Alt + 0225	Á	Alt + 0193
é	Alt + 0233	É	Alt + 0201
í	Alt + 0237	Í	Alt + 0205
ñ	Alt + 0241	Ñ	Alt + 0209
ó	Alt + 0243	Ó	Alt + 0211
ú	Alt + 0250	Ú	Alt + 0218
ü	Alt + 0252	Ü	Alt + 0220
¿	Alt + 0191	¡	Alt + 0161
«	Alt + 0171	»	Alt + 0187

French Accents

	ALT +		ALT +
à	133	À	0192
â	131	Â	0194
ä	132	Ä	142
æ	145	Æ	146
ç	135	Ç	128
é	130	É	144
è	138	È	0200
ê	136	Ê	0202
ë	137	Ë	0203
î	140	Î	0206
ï	139	Ï	0207
ô	147	Ô	0212
œ	0156	Œ	0140
ù	151	Ù	0217
û	150	Û	0219
ü	129	Ü	154
«	174	»	175