



# Module 28: Insert Special Character

## 28.1 Insert Special Character

**Some symbols and special characters are not available on the keyboard.**

Some of these include the copyright symbol (©), or trademark symbol (™), or Unicode characters, among others. In these cases, you can use the Symbol dialog box.

To insert a symbol on a worksheet, click the cell where you want the symbol inserted.

Then, on the Insert tab, find the Text group and click on Symbol. A symbol dialog box will appear, and make sure you are in the Symbols tab. You can specify the font you want to use in the Font box.

Then, from the list of symbols, click the symbol you want to insert and click Insert.

## 28.2 Video Instruction

**Insert Special Character - 1m 20s**

## 28.3 Task

*Estimated Time: 10 minutes*

Download the worksheet that accompanies this video by clicking below. Once downloaded practice Inserting Special Characters using the video above as a reference.

[Download Worksheet](#)

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