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, practise Inserting Special Characters using the video above as a reference.

Download Worksheet

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