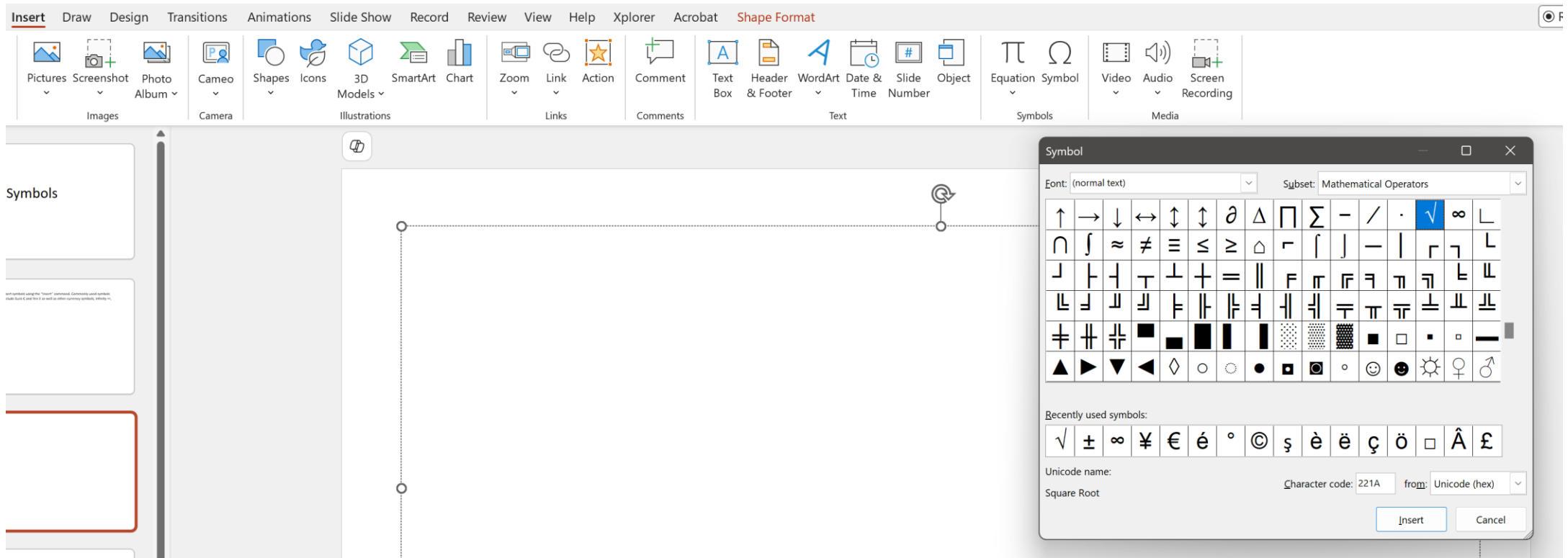
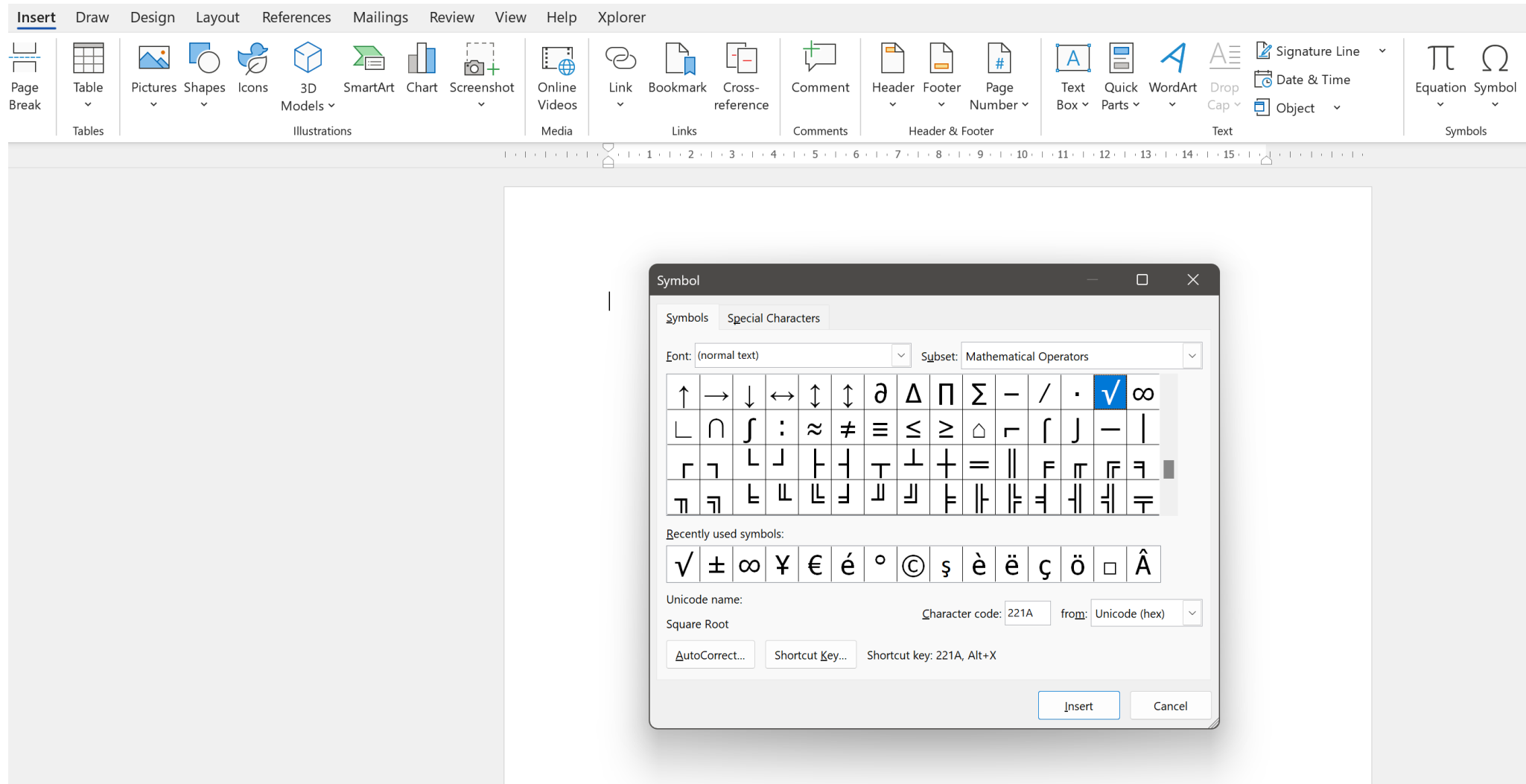


Symbols

In many computer programs you can insert symbols using the “Insert” command. Commonly used symbols not available on a standard keyboard include Euro € and Yen ¥ as well as other currency symbols, infinity ∞ , plus/minus $\pm$ and square root $\sqrt{}$. In PowerPoint, for example, the screen looks like this:



In Word, the operation looks very similar.



The number of different symbols available depends on the program in use, but in some cases it is possible to insert symbols not directly available from the “Insert” menu. Word and Outlook, for example, allow any Unicode character (of which there are nearly half a million!) to be inserted using a keyboard combination. Unfortunately PowerPoint does not.

Please now open a blank Word document, type 1F0C8 then hold the Alt key and press X. Now do the same with 1F0DE, 1F6BB and 1F354.

Now it is highly unlikely that you would ever need to use that particular combination of symbols 😊 but you never know!

Some emojis are available this way: 1F600 for example produces 🤪 (but not necessarily a full colour version). As we all know, however, pressing the Windows key and the full stop opens a window with a very much wider range of emoticons. (We do remember that, don't we?)

Ever wondered why we have different sizes of dashes— wonder no more!			
-	-	—	—
Hyphen	Minus (Same as hyphen)	En-dash	Em-dash
A hyphen connects compound words like Anglo-Saxon.		The en-dash shows ranges or connections such as Mon–Fri.	The em-dash adds emphasis or separate thoughts in a sentence, like I memorised the state capitals — all fifty of them.
The En and Em dashes can be found using the “Insert” tab and selecting the small down arrow under the “Symbols” tab.			