

SYMBOLS AND CHARACTERS

SHORTCUT KEYS

Shortcut keys are pairs of keys which (when pressed together) enable a function on the computer.

COMMON SHORTCUTS:

<u>Function</u>	<u>Windows OS</u>	<u>MAC OS</u>
Copy	Ctrl + c	⌘ + C
Paste	Ctrl + v	⌘ + V
Undo	Ctrl + z	⌘ + z
Select All	Ctrl + a	⌘ + a
Cut	Ctrl + x	⌘ + x
Save	Ctrl + s	⌘ + s
Print	Ctrl + p	⌘ + p
New Doc	Ctrl + n	⌘ + n
Bold	Ctrl + b	⌘ + b
Underline	Ctrl + u	⌘ + u
Italics	Ctrl + i	⌘ + i
Indent	Tab	Tab
Cancel	Esc.	Esc.

SHORTCUTS TO USEFUL SYMBOLS:

<u>Symbol</u>	<u>Windows OS</u>	<u>MAC OS</u>
Copyright ©	Alt + Ctrl + c	Option + g
Trademark ™	Alt + Ctrl + t	Option + 2
Registered Trademark ®	Alt + Ctrl + r	Option + r

*Cents ¢	Alt + 155	Option + 4
*Degree Symbol °	Alt + 248	Option + Shift + 8
*Em Dash —	Alt + Ctrl + (-)	Option + Shift + (-)
*En Dash –	Alt + (-)	Option + (-)
*BulletAlt + 0149	Option + 8	n/a
*Euro Symbol €	Alt + 0128	Option + Shift + 2
*Yen Symbol ¥	Alt + 157	Option + Y
*British Pound Symbol £	Alt + 156	Option + 3
*Fraction Bar /	n/a	Option + Shift + 1
**Interpunct ·	Alt + 250	Option + Shift + 9

(*) Note: In Windows/PC, use the numeric keypad for these symbols/numbers.

(**) Note: The “Interpunct” is used as a multiplication symbol.

OTHER SYMBOLS

Most programs use a character encoding system called Unicode. Unicode (also known as UT-8, UT-16, and GB18030) contains all of the characters and symbols needed to represent most of the world’s writing systems.

Unicode also carries a large number of emojis, special symbols, and other characters.

Each character is assigned a code number and computers convert this number into a character.

Several websites exist which carry the full listing of Unicode symbols (e.g., <http://www.unicode.org/charts/>)