

Creating Accents in Microsoft Word

When working in Microsoft Word, create an acute accent (*aigu*) by pressing **CTRL** + apostrophe + the vowel you would like to accent:

CTRL + ' + **E** = é

CTRL + ' + **A** = á

Create a grave accent by pressing **CTRL** + accent key + the vowel you would like to accent. The accent key is on the left hand side of the keyboard just above the TAB key.

CTRL + accent key + **E** = è

CTRL + accent key + **A** = à

Create a cedilla (*cedille*) by pressing **CTRL** + comma key + **C** . This is used in words like *français* and *garçon*.

Create a circumflex by pressing **CTRL** + **SHIFT** + **6** + the letter you would like to accent (the caret is located above the number 6):

CTRL + **SHIFT** + **6** + **A** = â

CTRL + **SHIFT** + **6** + **E** = ê

Converting to a French Keyboard Layout in Microsoft Word

If you find creating accents through shortcut keystrokes cumbersome, you could adjust your keyboard so that it may be used as a French-language keyboard. This is very useful if you will be doing a lot of typing in French, or for practice if you intend to use a traditional French keyboard.

The QWERTY French-Canadian Keyboard Layout

There are 2 types of keyboard layouts for the French language: a French Canadian keyboard is arranged pretty much like the English keyboard you are used to. This is known as the QWERTY keyboard, a name taken from the first six letters in the top row reading from left to right.



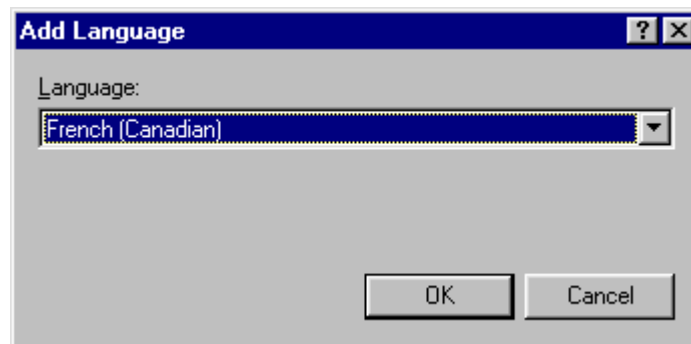
The AZERTY French Keyboard Layout

The French keyboard layout most commonly used in France has a different basic arrangement of letters. It is known as the AZERTY keyboard and, again, this name is taken from the first six letters in the top row. As you can infer from just those letters, the differences between the keyboard you are used to and the ones used in France is considerable. Unless you are moving to France it will be much easier to set your keyboard to French Canadian.



Installing a French Keyboard Layout in Word

To install a French keyboard go to Start/Settings/Control Panel/Keyboard/Language/Add:



Next you may be asked to insert the Windows CD-ROM. Once this is installed, you will be able to switch between English and French keyboard layouts by clicking on the “FR” or “EN” that will appear at the bottom right of your screen.

Other Formats and Applications

The following charts details how to produce accents in WordPerfect and Windows applications other than Word:

	WordPerfect	Any Windows Application
à	CTRL W 1, 33	ALT 0224
â	CTRL W 1, 29	ALT 0226
é	CTRL W 1, 41	ALT 0233
è	CTRL W 1, 47	ALT 0232
ê	CTRL W 1, 43	ALT 0234
ë	CTRL W 1, 45	ALT 0235
î	CTRL W 1, 51	ALT 0238
ô	CTRL W 1, 61	ALT 0244
ù	CTRL W 1, 73	ALT 0249
û	CTRL W 1, 69	ALT 0251
ç	CTRL W 1, 39	ALT 0231