

## Les accents français sur l'ordinateur

To use accents in an online or email document, press the alt key and one of the following number combinations on the number pad. (These work in Word too!)

**You must have Num Lock on for this to work.**

You might find that only one number combination works on your computer.

Alt + 3 digits			Alt + 4 digits		
à	=	alt 133	à	=	alt 0224
â	=	alt 131	â	=	alt 0226
ç	=	alt 135	ç	=	alt 0231
è	=	alt 138	è	=	alt 0232
é	=	alt 130	é	=	alt 0233
ê	=	alt 136	ê	=	alt 0234
ë	=	alt 137	ë	=	alt 0235
î	=	alt 140	î	=	alt 0238
ï	=	alt 139	ï	=	alt 0239
ô	=	alt 147	ô	=	alt 0244
ù	=	alt 151	ù	=	alt 0249
û	=	alt 150	û	=	alt 0251

### Using the control (ctrl) and shift keys to create accents in Word:

- é: ctrl plus ' then e (ie, hold down the control and apostrophe keys at the same time then release and type the e)
- è, à: ctrl plus ` (usually to the left of the number 1 key) then e or a
- ç: ctrl plus , then c
- â, ê, î, ô, û: ctrl plus shift plus ^ (above the 6) then a, e, i, o, u
- ë, ï: ctrl plus shift plus : then e or I
- œ: ctrl plus shift plus & then o

To write any accented vowel as a capital, press shift at the same time as you press that vowel

eg:

- É: ctrl plus ' then release and press shift plus e together