

How to insert special characters in Excel

Inserting special characters in Excel is as simple as inserting characters in Word.

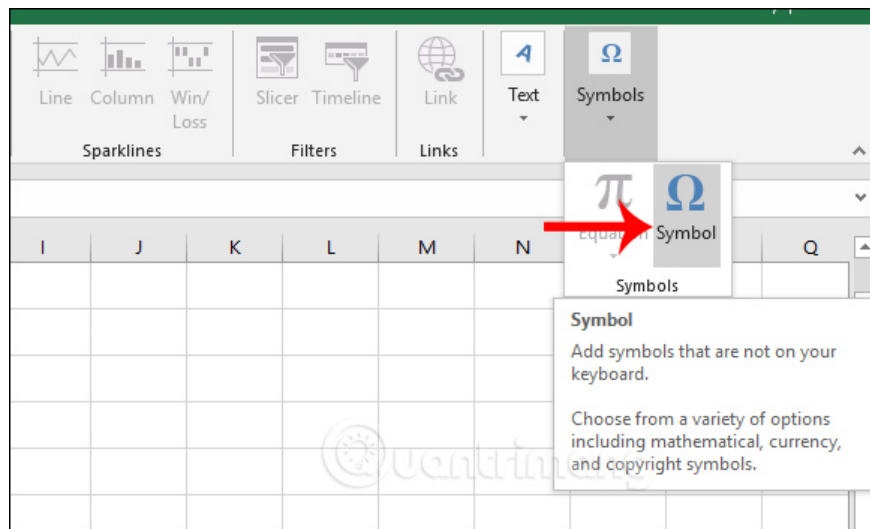
The requirement to insert special characters in Excel is not as great as when you handle Word documents that insert symbols into Word, but not without. When we deal with monetary statistics tables, it is mandatory to insert special characters to represent different currencies. Or you can insert brand symbols, copyrights, . many different types of characters depending on the content required in Excel. The following article will guide you how to insert special characters in Excel.

1. Word 2003: Type page numbers, insert special characters . into a text file
2. How to insert the C degree icon in Word, Excel?
3. How to insert characters on Google Docs
4. How to insert text into images in Excel

1. Insert characters in Excel with Symbol

Step 1:

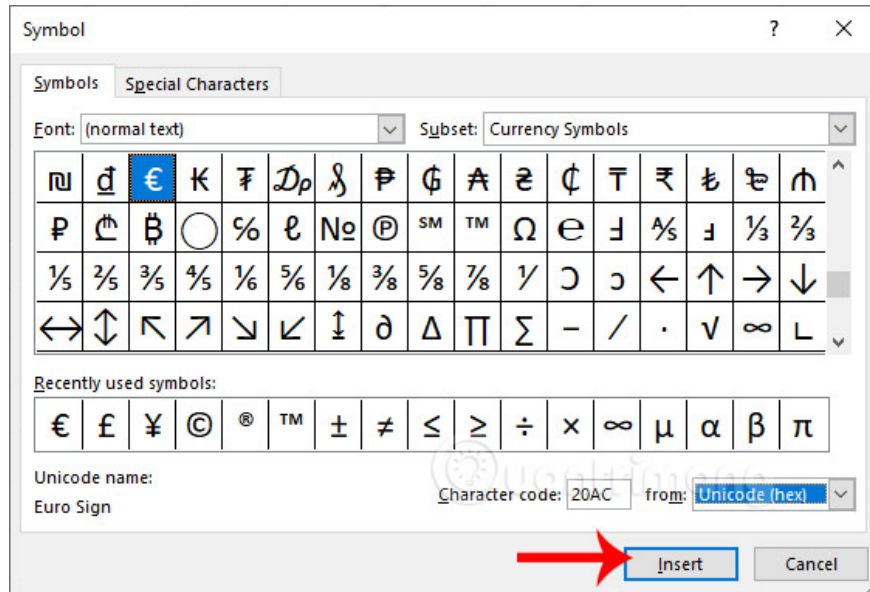
In the Excel file, click the cell you want to insert a special character in and select **the Insert tab** . Click **Symbols** then click on Symbol.



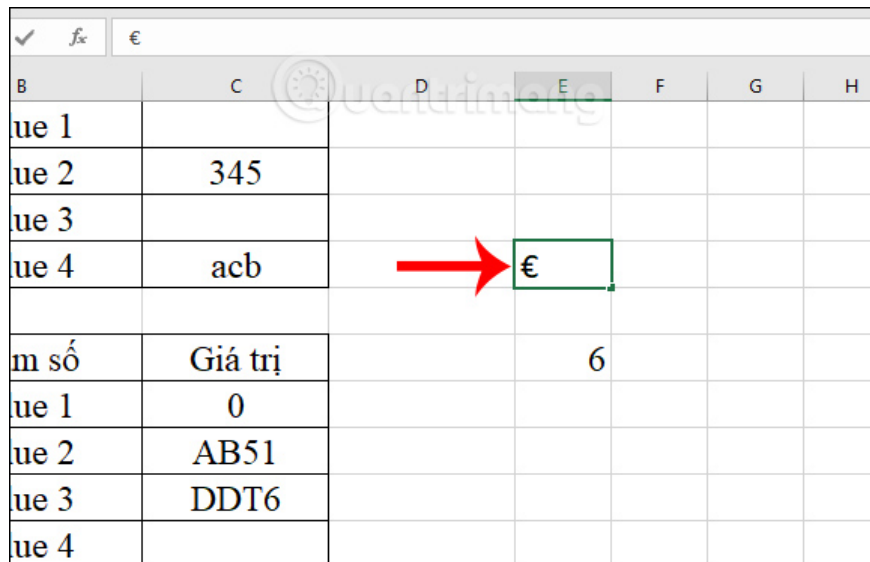
Step 2:

Select the type of icon that the user wants to insert in Excel content, then click the Insert button below to insert the character. We can choose fonts like Wingdings, Wingdings 2, and Wingdings 3 to have other special

characters.

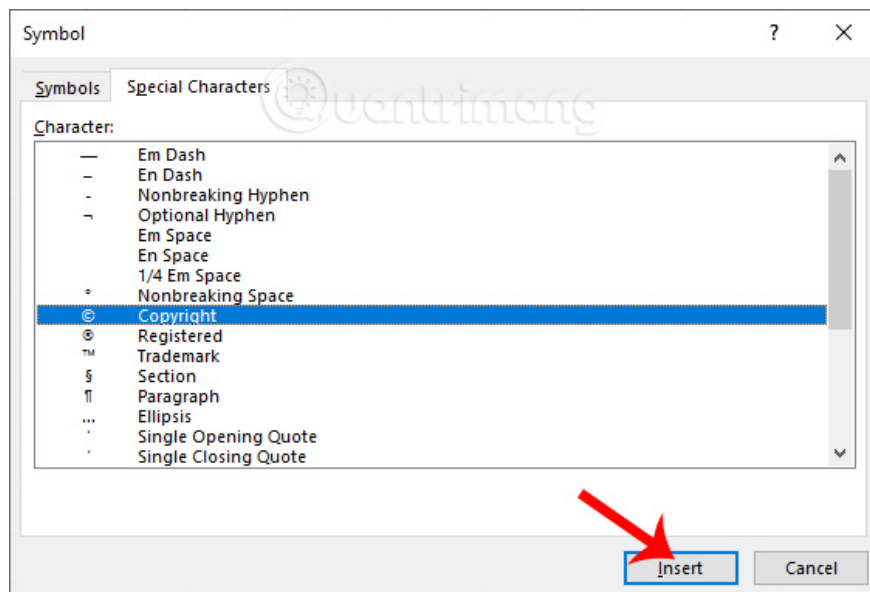


Character results were inserted in place on Excel.

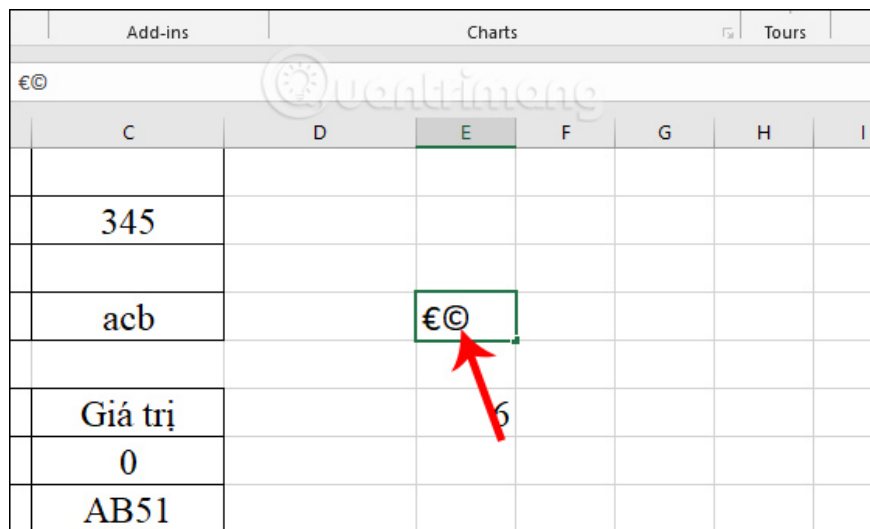


Step 3:

Go back to the character board interface and click on **Special Characters** to insert some other special characters.



The result also adds other characters that are inserted into the content in Excel.



2. Insert characters in Excel with the Alt key combination

We will use **the Alt key + sequence number** to produce different special characters. You use the number keys on the keyboard and turn on Num Lock, use the keyboard on the right end to effectively insert special characters.

C	D	E	F	G	H	I
345						
acb		€©	£			
Giá trị		6				
0						
AB51						
DDT6						

List of special characters according to the shortcut combination you refer to below.

Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code
☺ 1	0 48	_ 95	Ä 142	∥ 189	∞ 236	ı 0161	Ò 0210
☹ 2	1 49	` 96	Å 143	⌋ 190	φ 237	ç 0162	Ó 0211
♥ 3	2 50	a 97	É 144	⌈ 191	ε 238	£ 0163	Ô 0212
♦ 4	3 51	b 98	æ 145	ℒ 192	∩ 239	¤ 0164	Õ 0213
♣ 5	4 52	c 99	Æ 146	⌞ 193	≡ 240	¥ 0165	Ö 0214
♠ 6	5 53	d 100	ô 147	⌑ 194	± 241	ı̇ 0166	× 0215
• 7	6 54	e 101	ö 148	† 195	≥ 242	§ 0167	Ø 0216
◻ 8	7 55	f 102	ò 149	– 196	≤ 243	“ 0168	Ù 0217
○ 9	8 56	g 103	û 150	† 197	∫ 244	© 0169	Ú 0218
◼ 10	9 57	h 104	ù 151	‡ 198	J 245	ª 0170	Û 0219
♂ 11	: 58	i 105	ÿ 152	‖ 199	÷ 246	« 0171	Ü 0220

Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code
♀ 12	; 59	j 106	Ö 153	ℒ 200	≈ 247	↯ 0172	Ý 0221
♪ 13	< 60	k 107	Ü 154	℞ 201	° 248	® 0174	Ɔ 0222
♪ 14	= 61	l 108	ϕ 155	ℒ 202	• 249	¯ 0175	ß 0223
☼ 15	> 62	m 109	£ 156	℞ 203	· 250	° 0176	à 0224
▶ 16	? 63	n 110	¥ 157	℞ 204	√ 251	± 0177	á 0225
◀ 17	@ 64	o 111	₰ 158	= 205	ⁿ 252	² 0178	â 0226
↑↓ 18	A 65	p 112	f 159	℞ 206	² 253	³ 0179	ã 0227
!! 19	B 66	q 113	á 160	℞ 207	■ 254	˘ 0180	ä 0228
¶ 20	C 67	r 114	í 161	ℒ 208	255	μ 0181	å 0229
§ 21	D 68	s 115	ó 162	℞ 209	€ 0128	¶ 0182	æ 0230
≠ 22	E 69	t 116	ú 163	℞ 210	, 0130	· 0183	ç 0231
↑↓ 23	F 70	u 117	ñ 164	ℒ 211	f 0131	, 0184	è 0232

Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code
↑ 24	G 71	v 118	Ñ 165	ℒ 212	„ 0132	† 0185	é 0233
↓ 25	H 72	w 119	ª 166	℞ 213	... 0133	° 0186	ê 0234
→ 26	I 73	x 120	º 167	¶ 214	† 0134	» 0187	ë 0235
← 27	J 74	y 121	¿ 168	℞ 215	‡ 0135	¼ 0188	ì 0236
L 28	K 75	z 122	ƒ 169	‡ 216	^ 0136	½ 0189	í 0237
↔ 29	L 76	{ 123	↯ 170	∫ 217	‰ 0137	¾ 0190	î 0238
▲ 30	M 77	124	½ 171	∫ 218	Š 0138	¿ 0191	ï 0239
▼ 31	N 78	} 125	¼ 172	■ 219	< 0139	À 0192	ð 0240
spc 32	O 79	~ 126	ı 173	■ 220	œ 0140	Á 0193	ñ 0241
! 33	P 80	⏏ 127	« 174	■ 221	ž 0142	Â 0194	ò 0242
" 34	Q 81	Ç 128	» 175	■ 222	‘ 0145	Ã 0195	ó 0243
# 35	R 82	ü 129	⋮ 176	■ 223	’ 0146	Ä 0196	ô 0244

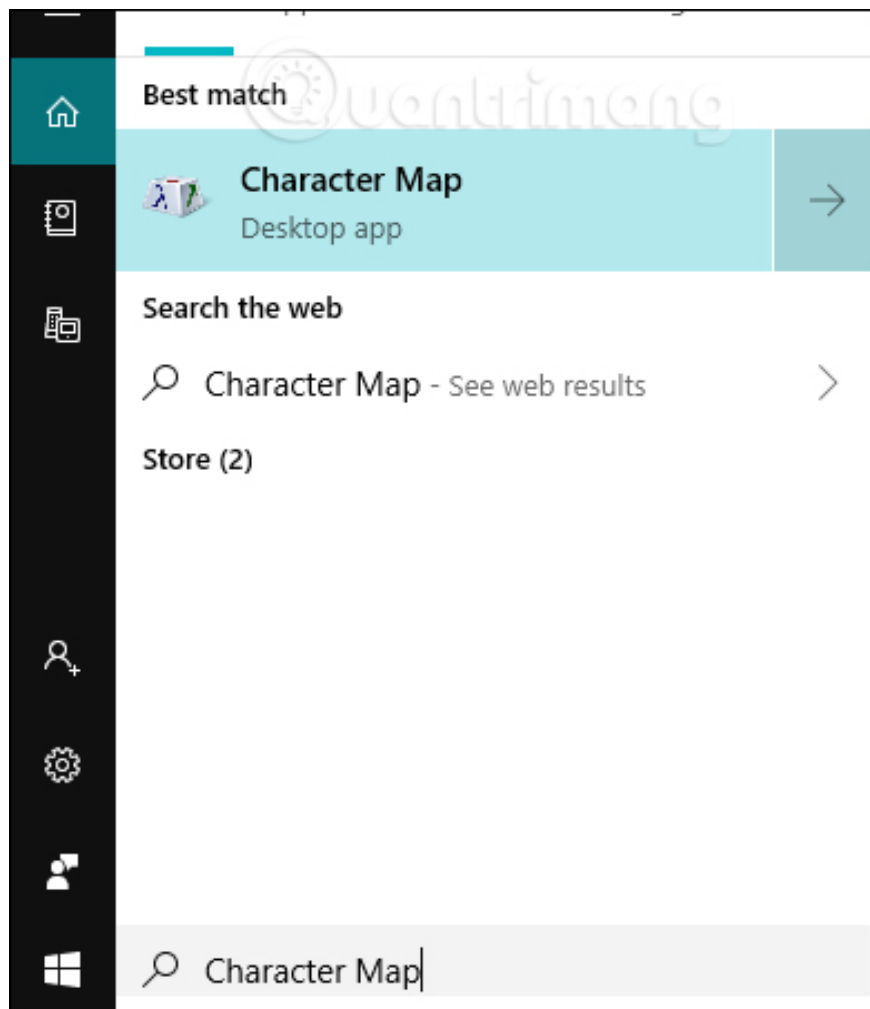
Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code	Symb Code
\$ 36	S 83	é 130	☒ 177	α 224	“ 0147	Å 0197	õ 0245
% 37	T 84	â 131	☒ 178	β 225	” 0148	Æ 0198	ö 0246
& 38	U 85	ä 132	179	Γ 226	• 0149	Ç 0199	÷ 0247
' 39	V 86	à 133	┆ 180	π 227	– 0150	È 0200	ø 0248
(40	W 87	å 134	≡ 181	Σ 228	— 0151	É 0201	ù 0249
) 41	X 88	ç 135	≡ 182	σ 229	~ 0152	Ë 0203	ú 0250
* 42	Y 89	ê 136	π 183	μ 230	™ 0153	Ì 0204	û 0251
+ 43	Z 90	ë 137	ƒ 184	τ 231	š 0154	Í 0205	ü 0252
, 44	[91	è 138	≡ 185	Φ 232	› 0155	Î 0206	ý 0253
- 45	\ 92	ï 139	≡ 186	Θ 233	œ 0156	Ï 0207	þ 0254
. 46] 93	î 140	ƒ 187	Ω 234	ž 0158	Ð 0208	ÿ 0255
/ 47	^ 94	ì 141	ƒ 188	δ 235	ÿ 0159	Ñ 0209	

3. Insert characters in Excel with Character Map

Character Map is a special character table available on Windows computers and we can use this table to find characters for Excel content.

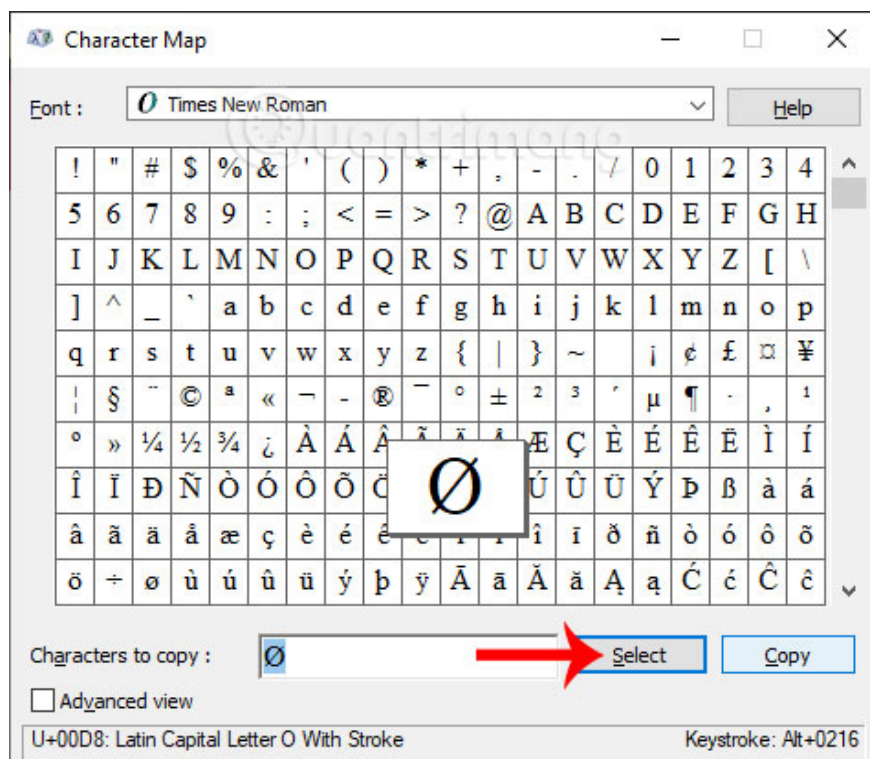
Step 1:

In the search bar on Windows **enter the Character Map keyword** and click on the search result.

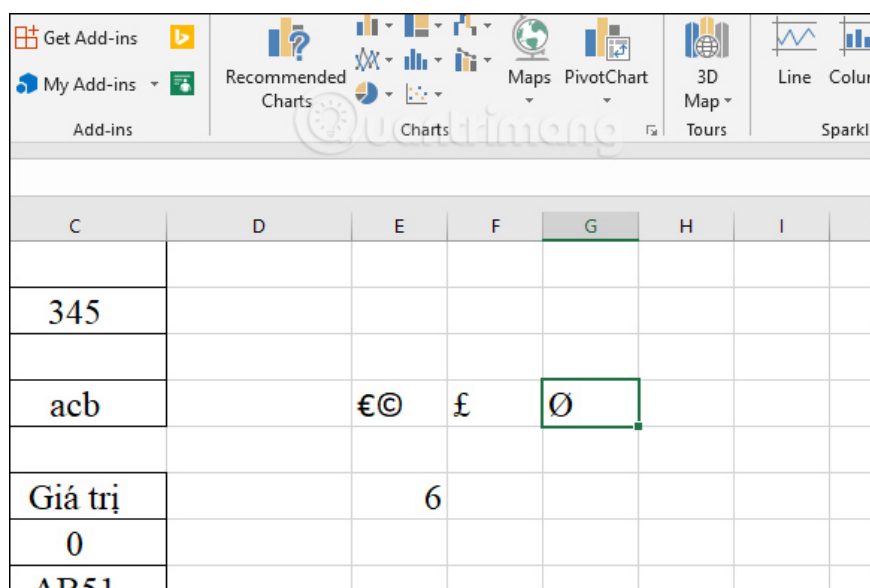


Step 2:

Display the Character Map panel, click the Time New Roman font to find the character. Then you just need to **click on the character you want to use**, click on **Select** to display the character in the Character to copy frame and then **click Copy** to save it to the Clipboard.



Then click paste at the position you want to insert in Excel.



These are 3 different ways to insert special characters in Excel. Symbol and Charater Map usage is simpler when characters are available. If you use the Alt key combination, you must remember to add the number key combination behind to show the correct characters.

I wish you all success!

You finished reading the article "**How to insert special characters in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

