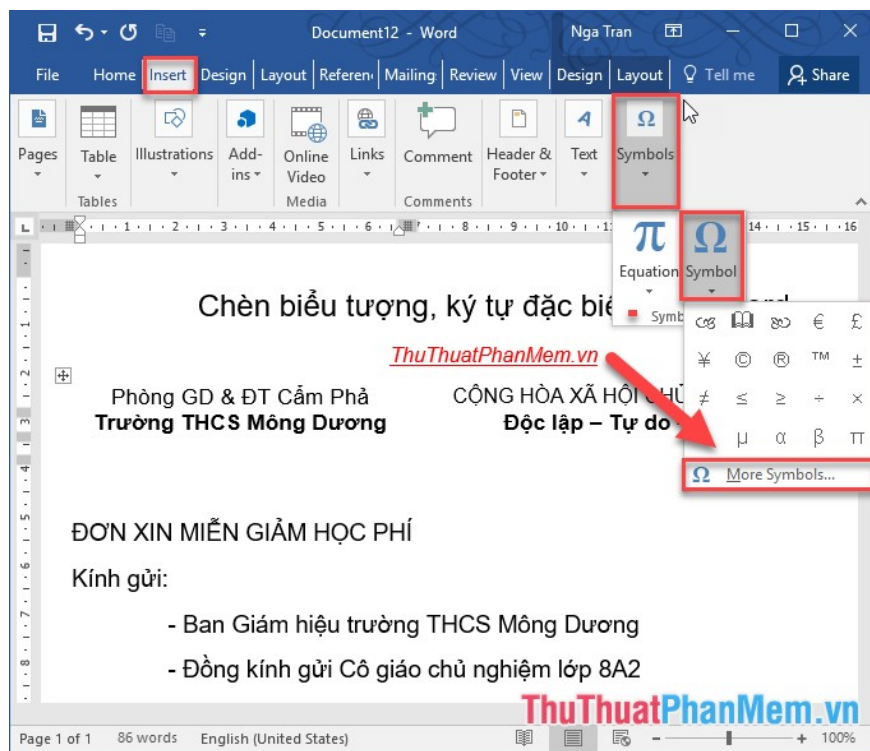


# How to insert symbols, special characters in Word

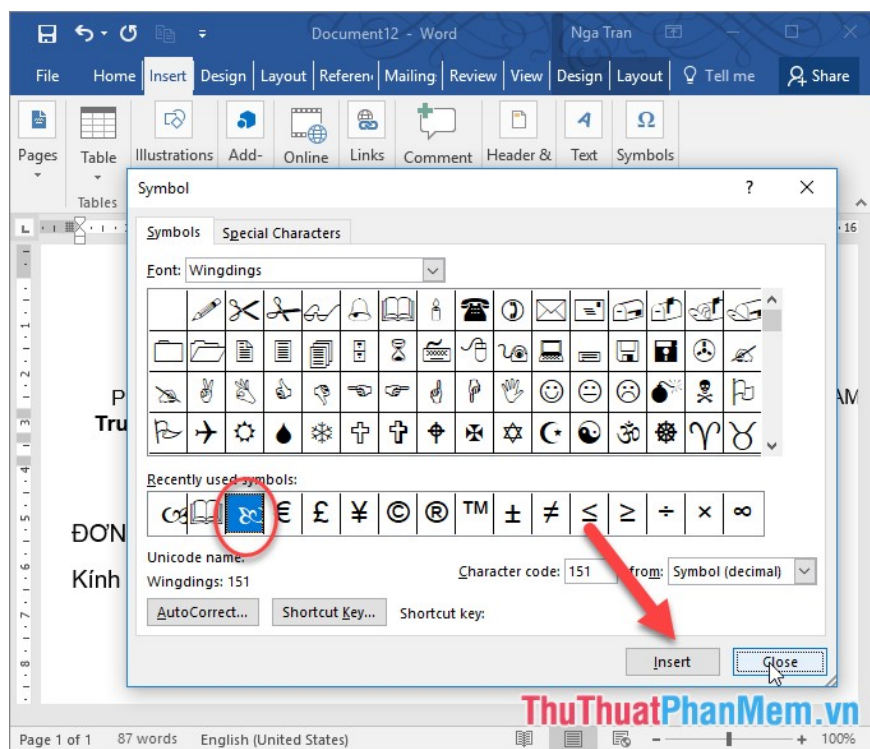
Guide to insert symbols, special characters using the Insert Symbol feature in Word.

Guide to insert symbols, special characters using the Insert Symbol feature in Word.

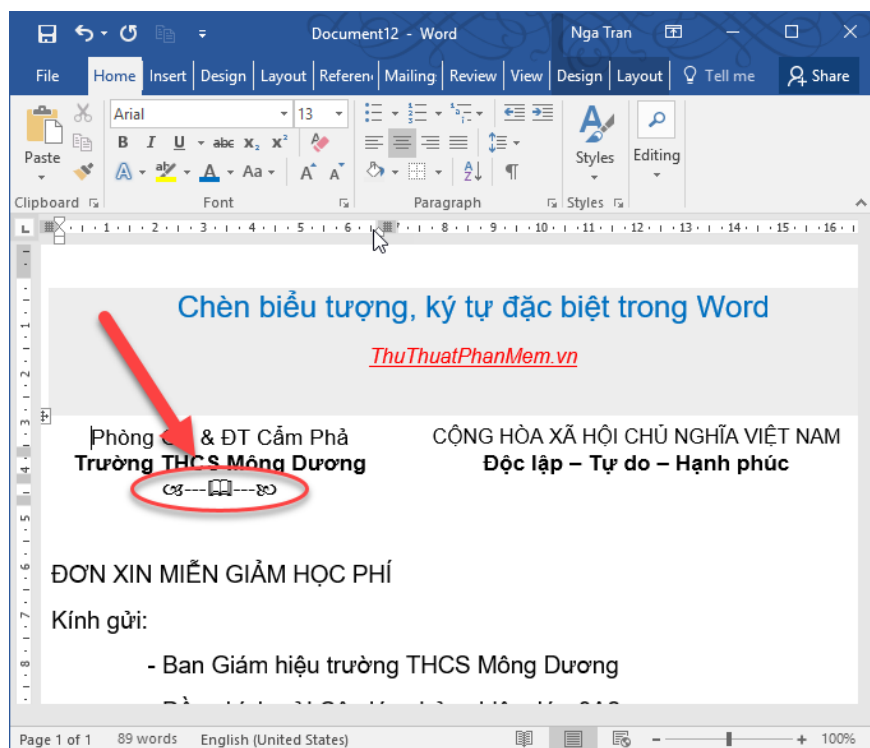
**Step 1:** Place the cursor at the position you want to insert -> on the **Insert** tab -> **Symbols** -> **Symbol** -> select commonly used characters displayed on the window or click **More Symbols .** to add symbols other self:



**Step 2:** The **Symbol** dialog box appears in the **Font** section, select the character group to insert -> Select the character to insert -> **Insert** or double-click the character to insert:

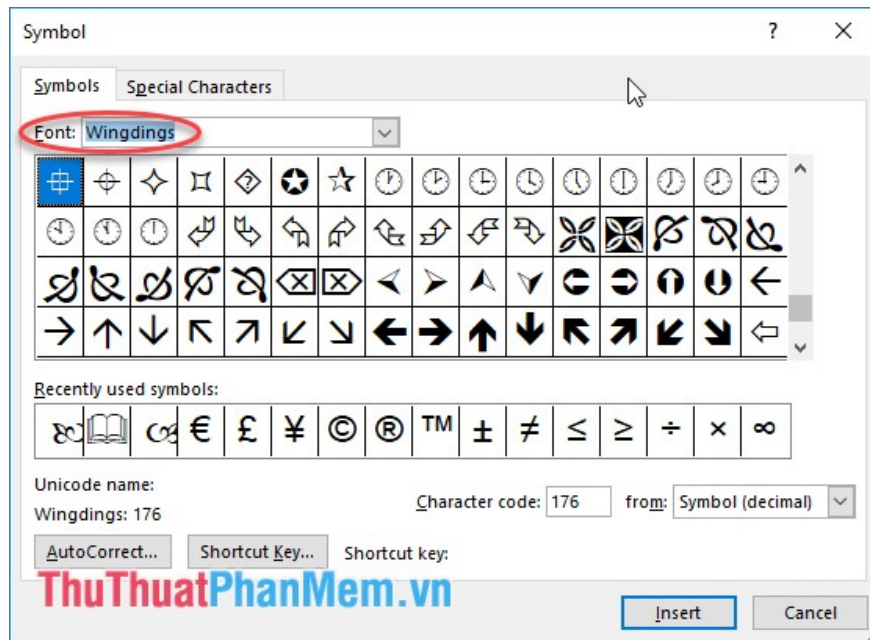


**Step 3:** After inserting the characters to be inserted -> click **Close** to close the dialog box -> the result has inserted special characters into the text:

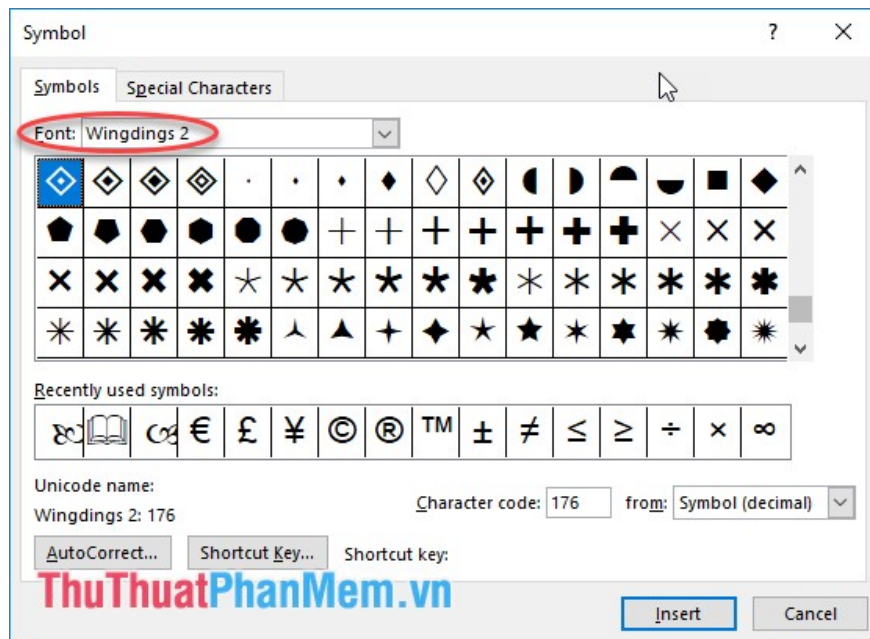


Here you need to know the special character group to minimize the time to search. The following groups of characters in the **Font** section :

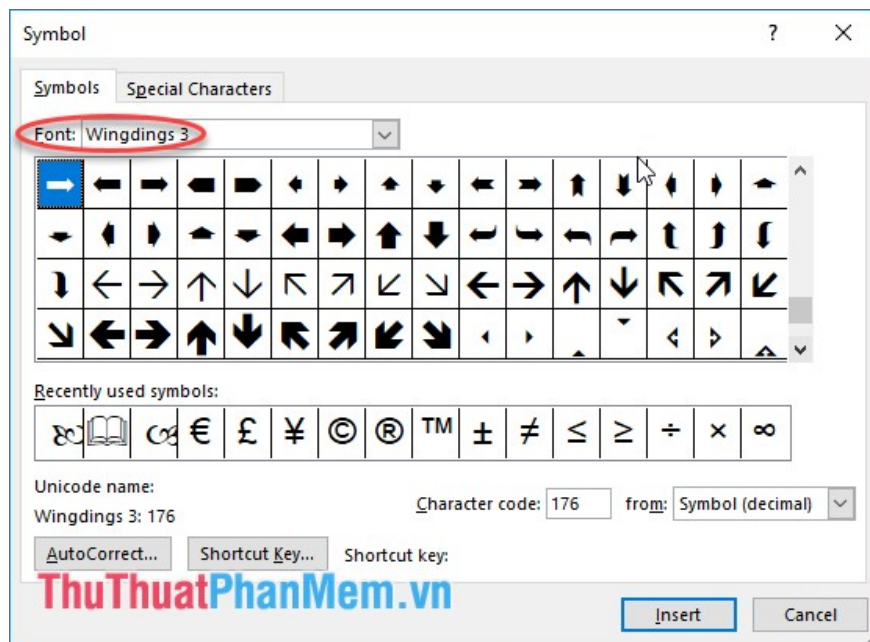
- **Font = Wingdings:** A group of common characters about books, phones, hands, etc. is the most commonly used and popular character group.



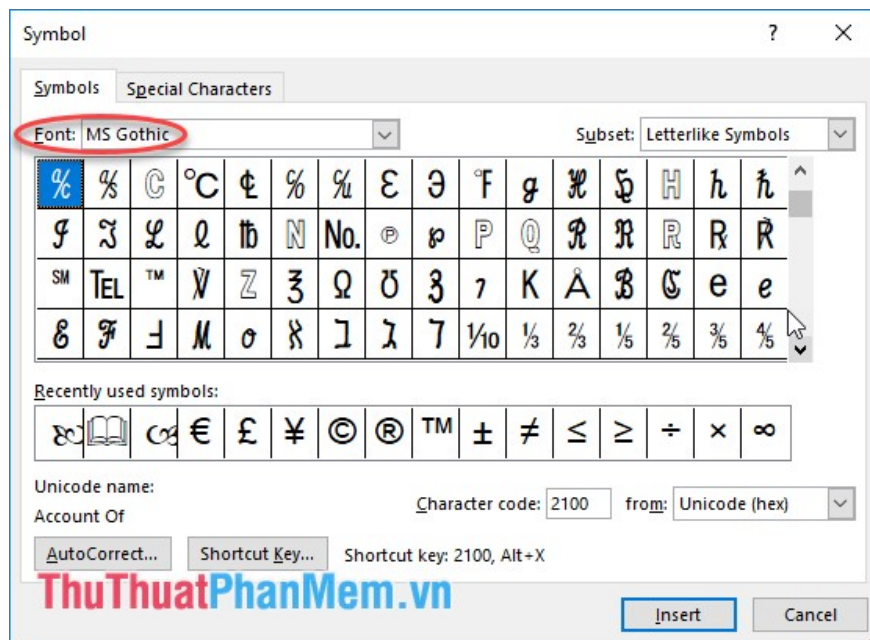
- **Font = Wingdings 2:** Similar to the **Wingdings** font but adds more special characters like stars, moon .



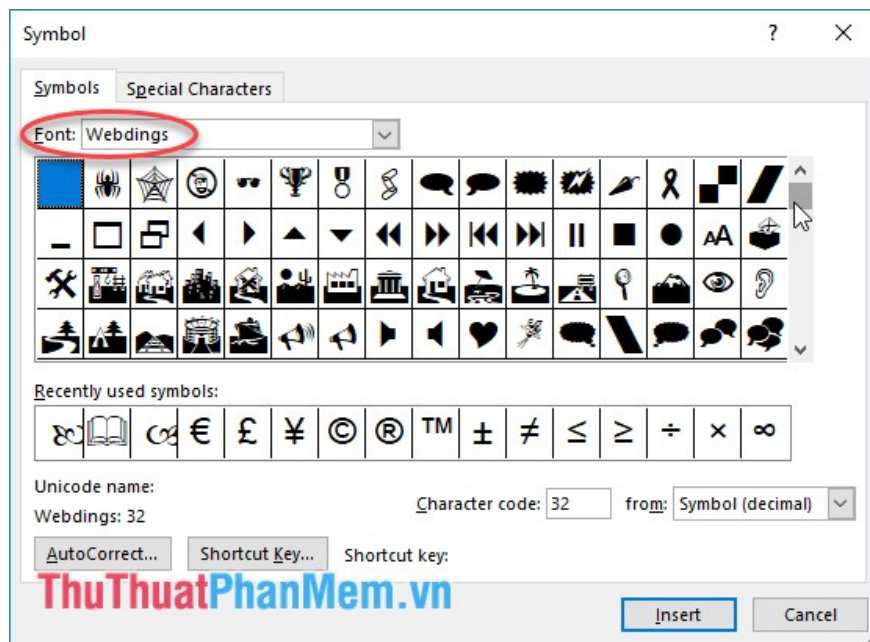
- **Font = Wingdings 3:** A collection of symbols about arrows.



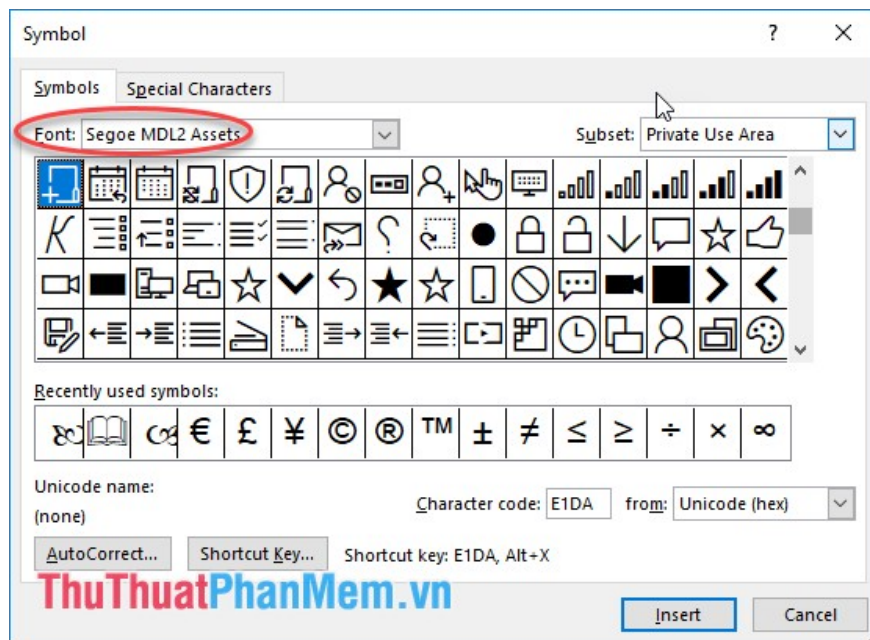
- **Font = MS Gothic:** There are many interesting fonts for you to use when playing games or Facebook without worrying about font errors.



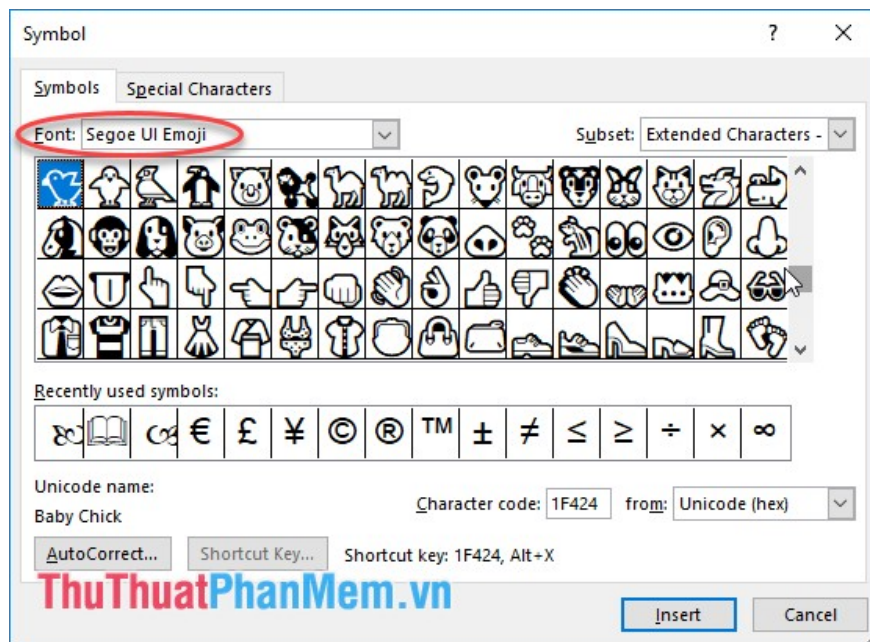
- **Font = Webdings:** Contains a lot of beautiful characters from many different topics



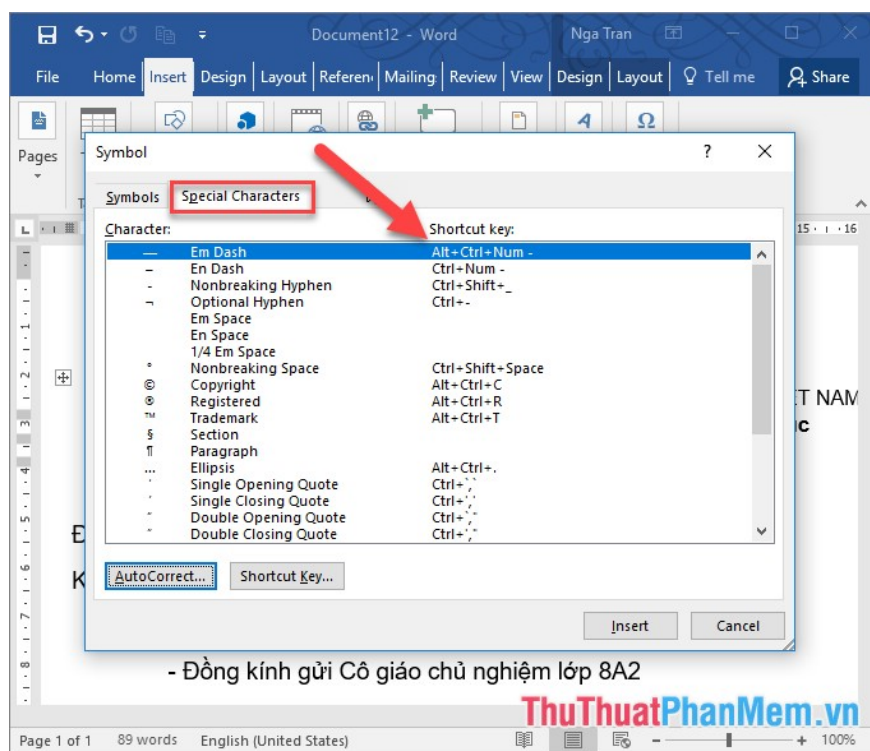
- **Font = Segoe MDL2 Assets:** Includes commonly used characters in software such as pointers, arrows, folders, calendars, etc.



- **Font = Segoe UI Emoji:** Includes special characters about animals and emojis.



In addition, if you want to use the shortcut combination to insert special characters -> click to select the **Special Characters** tab -> now you only need to press the shortcut combination in the **Shortcut key** to insert special characters:



Above is a detailed guide on how to insert symbols, special characters in Word. Good luck!

You finished reading the article "**How to insert symbols, special characters in Word**" 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.

