**Codes for accent marks and special symbols in Microsoft WORD. You have to use #2 in Powerpoint, or type everything in Word, then copy & paste into Powerpoint.**

1. The easiest way to add accent marks is to **hold the CTRL** button, press the **“** button then press the vowel you need. This works for all lower case vowels: á, é, í, ó, ú.
2. If this doesn’t work for you, you can go to INSERT, SYMBOL, then make sure you are looking at BASIC LATIN in the box to the right. This will give you all of the symbols you will need for Spanish. Make sure you find the vowels with the accent going in the right direction!
3. The other method is to use the ALT key. Hold the ALT key and type a 3-number code (do not hold the numbers down!):

ALT 164 = ñ ALT 160 = á ALT 161 = í

ALT 162 = ó ALT 163 = ú ALT 130 = é

ALT 168 = ¿ ALT 173 = ¡