How to make accents in a Word document?

- **WHILE PRESSING "ALT", TYPE THE FOLLOWING NUMBER COMBINATIONS:**

Alt + 0193 → Á

Alt + 0201/144 → É

Alt + 0205 → Í

Alt + 0211 → Ó

Alt + 0218 → Ú

Alt + 0220/154 → Ü

Alt + 0209/165 → Ñ

Alt + 0225/ 160 → á

Alt + 0233/130 → é

Alt + 0237/161 → í

Alt + 0243/162 → ó

Alt + 0250/163 → ú

Alt + 0252/129 → ü

Alt + 0241/164 → ñ

Alt + 0191/168 → ¿

Alt + 0161/173 → ¡

- ALSO, YOU CAN CHANGE THE LANGUAGE TO SPANISH: TOOLS, LANGUAGE, SET LANGUAGE, SPANISH (MODERN SORT). THE SPELL-CHECKER FOR SPANISH WILL BE USED ONCE YOU SELECT THIS LANGUAGE FOR YOUR DOCUMENT.