# Symbol Shortcuts for Chemistry Students

Inserting non-standard characters (e.g., $ß^2$) into a document in MS Word can be time consuming, especially when writing a long lab report.  By using the shortcuts built into Word, such as Unicode, you will be able to speed up this process.

Subscript ($\#_2$)            Press        and the    keys

Superscript ($\#^2$)        Press the        ,        , and    keys

Type in the appropriate code, and with the cursor placed at the end of the code, press the       and   keys simultaneously to convert the code to a character.

Unicode Shortcuts

| Symbol | Code | Meaning | Symbol | Code | Meaning |
| --- | --- | --- | --- | --- | --- |