

Explanatory notes for the ASC11 codes:

These are short cuts for accents and umlauts for foreign words. To save you having to go to the character map and choose them from there. All you do is:

1. Put your "Num lock" key on (you will find this at the top left of the calculator section on your keyboard).
2. Type the word in your document leaving your cursor ready for the accented/umlauted letter
3. Choose the accent/umlaut you require from the ASCII sheet
4. Press the "Alt" key (to the left of the space bar on your keyboard) and type in the four numbers given on the ASCII sheet – the letter will now appear in the word in your document.

Alternative keys (right-hand side). Ensure the Num Lock is switched on. n/a = not available.

033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048
!	“	#	\$	%	&	‘	()	*	+	,	-	.	/	0
049	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064
1	2	3	4	5	6	7	8	9	:	;	<	=	>	?	@
065	066	067	068	069	070	071	072	073	074	075	076	077	078	079	080
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096
Q	R	S	T	U	V	W	X	Y	Z	[\]	^	_	`
097	098	099	0100	0101	0102	0103	0104	0105	0106	0107	0108	0109	0110	0111	0112
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p
0113	0114	0115	0116	0117	0118	0119	0120	0121	0122	0123	0124	0125	0126	0127	0128
q	r	s	t	u	v	w	x	y	z	{		}	~	□	€
0129	0130	0131	0132	0133	0134	0135	0136	0137	0138	0139	0140	0141	0142	0143	0144
ll	‘	f	„	...	†	‡	^	%o	Š	<	œ	ll	ž	ll	ll
0145	0146	0147	0148	0149	0150	0151	0152	0153	0154	0155	0156	0157	0158	0159	0160
‘	’	“	”	•	—	—	~	™	š	>	œ	ll	ž	Ÿ	n/a
0161	0162	0163	0164	0165	0166	0167	0168	0169	0170	0171	0172	0173	0174	0175	0176
i	¢	£	¤	¥		§	¨	©	ª	«	¬	-	®	¯	°
0177	0178	0179	0180	0181	0182	0183	0184	0185	0186	0187	0188	0189	0190	0191	0192
±	²	³	´	µ	¶	·	,	ı	°	»	¼	½	¾	¿	À
0193	0194	0195	0196	0197	0198	0199	0200	0201	0202	0203	0204	0205	0206	0207	0208
Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï	Ð
0209	0210	0211	0212	0213	0214	0215	0216	0217	0218	0219	0220	0221	0222	0223	0224
Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß	à
0225	0226	0227	0228	0229	0230	0231	0232	0233	0234	0235	0236	0237	0238	0239	0240
á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï	ð
0241	0242	0243	0244	0245	0246	0247	0248	0249	0250	0251	0252	0253	0254	0255	0256
ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ	Ā