USEFUL CHARACTERS ANDSYMBOL

USING SPECIAL CHARACTERS

* The large bullet can be used to indicate items in a listing.
* A small bullet can be used for sub-listings showing minor importance.

The one-half symbol is useful when typing mathematic problems.

* The degrees symbol is needed when typing recipes or indicating temperatures.

É The letter "e" with the diacritical mark shown is used in words like "resumé."

£ The pound symbol is used when writing costs in English pounds.

̅ The "em" dash is preferred when typesetting to the typewriter - dash.

* The check mark is useful for many things.

₡ The cent symbol is desired when typing information about money.

ä Many foreign characters are available in the multinational character set.

→ The arrow key is available pointing either direction.

¶ The paragraph symbol might be desired when you wish to indicate a new paragraph or wish to show what a symbol looks like.

♂, ♀, ☿if you are a secretary for a biology department in the sciences, it will be helpful to be able to print out the signs for male and female.

▲ These symbols are helpful if you need to discuss the various card symbols.

♥♥♥ ABDUL REHMAN ♥♥♥

FORMULA:

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