

Hide menu

Adding graphics

✓ **Video:** Module Introduction - Working with graphics
1 min

✓ **Video:** Insert Symbols and Special Characters
5 min

📖 **Reading:** Exercise: Inserting Symbols and Special Characters
10 min

📺 **Video:** Add images to a document
5 min

📖 **Reading:** Exercise: Adding images to a document
10 min

📺 **Video:** Resize an image
4 min

📖 **Reading:** Exercise: Resize an image
10 min

📋 **Practice Assignment:** Knowledge check: Adding graphics
15 min

Work Smarter with Microsoft Word > Module 4 > Exercise: Inserting Symbols and Special Characters

< Previous Next >

Exercise: Inserting Symbols and Special Characters

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

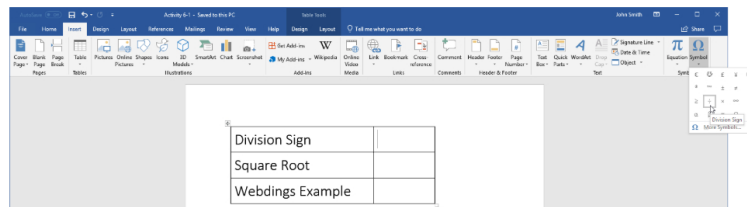
Let's get started!

In this exercise, you will add symbols and special characters to a document.

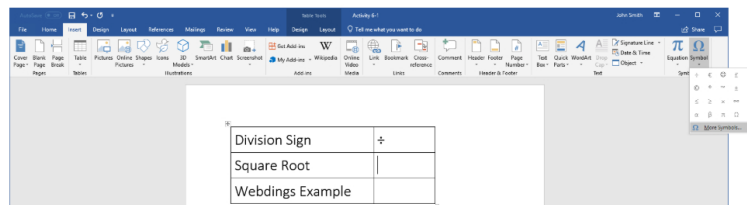
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Inserting Symbols and Special Characters](#)

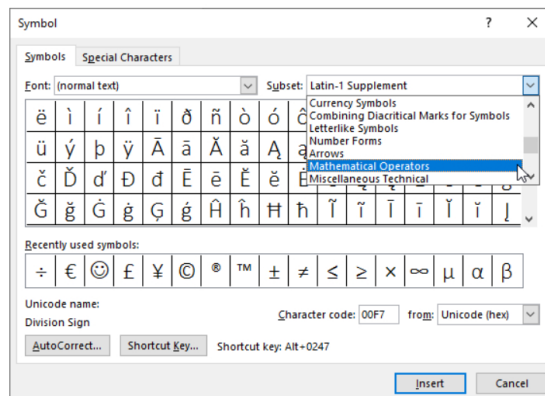
2. Click inside the first cell of the second column of the table. Click Insert → Symbol → Division Sign:



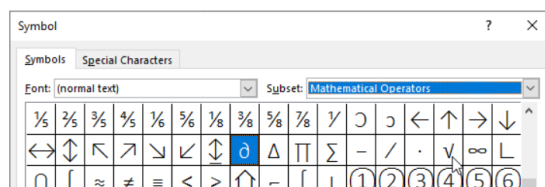
3. Press the Down arrow key to move down one cell. Click Insert → Symbol. The item we want is not in this menu, so click "More Symbols:"

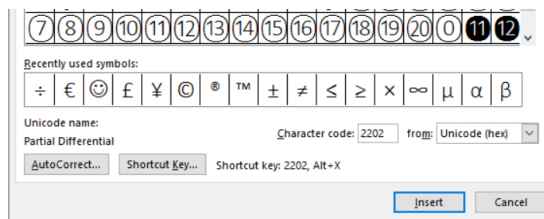


4. In the Symbol dialog box, click the Subset menu. Scroll down about halfway and click "Mathematical Operators:"

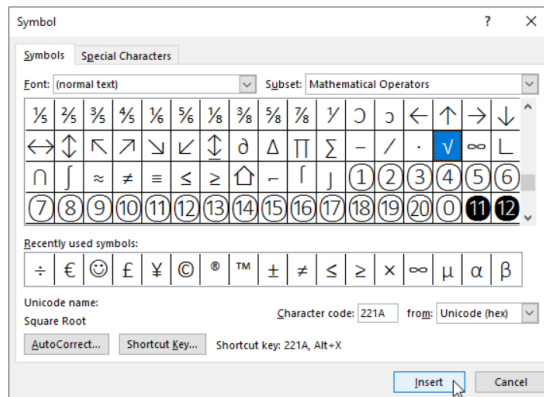


5. Locate and click the Square Root symbol:

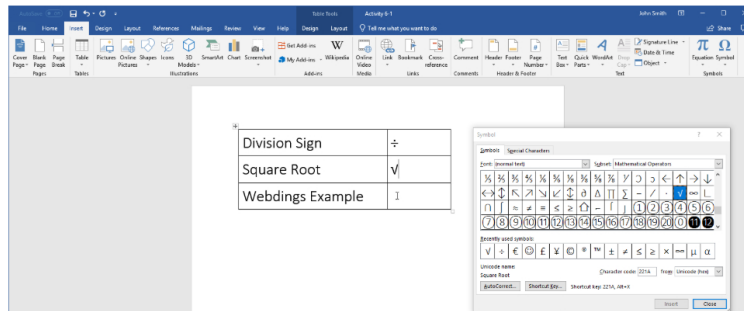




6. Click "Insert:"

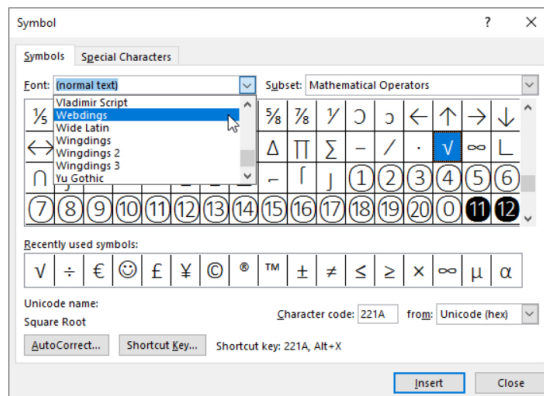


7. Now, let's add a symbol from Webdings. With the Symbol dialog box still open, click to place your cursor in the empty cell beside that entry:

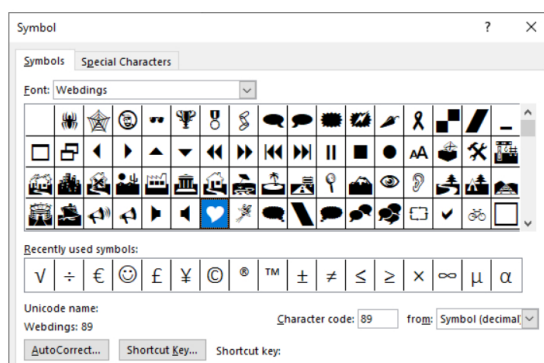


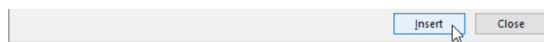
(You can move the Symbol dialog if necessary by clicking and dragging its title bar.)

8. Back in the Symbol dialog box, click the Font menu and click "Webdings:"

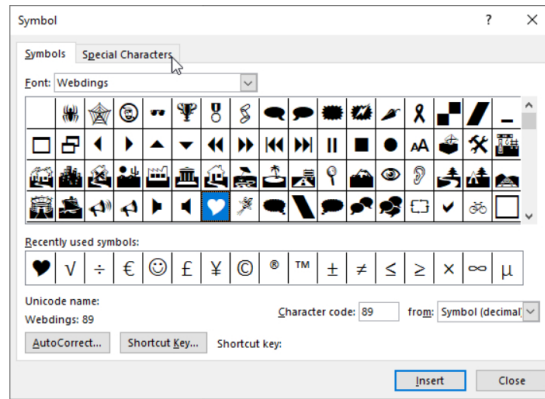


9. Click any icon you like and click "Insert:"

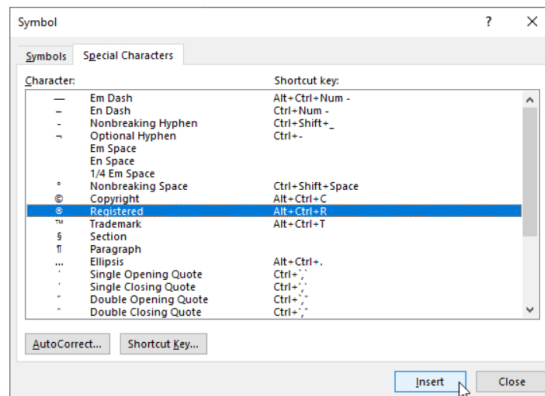




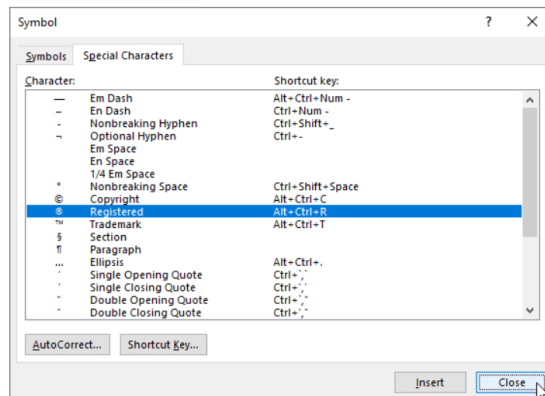
10. Since Webdings is a Microsoft product, we should indicate that it is copyrighted. Click the Special Characters tab:



11. Click "Registered" and click "Insert:"



12. Close the Symbol dialog box:



13. Review your document:

Division Sign	÷
Square Root	√
Webdings Example	♥®

14. Save your document as **Activity 6-1** Complete and close Microsoft Word 365.

15. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Inserting Symbols and Special Characters](#)

Mark as completed

