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Tick character in word

Updated: 12/29/2017 by Computer Hope Adding a check mark symbol to a document, spreadsheet, presentation slide, or a web page can be done several ways. Follow the steps below for the type of file, document, or page you want to have a check mark. Note A check mark should not be confused with the square root symbol (√). Open the Microsoft Word, Excel, or PowerPoint application. Click the Insert tab in the Ribbon at the top. In the Symbols section on the far right side of the Insert tab, click the Symbols icon. If using Microsoft Word, in the Symbols pop-up menu, click the More Symbols... option. If using Microsoft Excel or PowerPoint, skip to the next step. In the Symbols window, click the Font drop-down list and select the Wingdings font. Below the Font list is the Wingdings symbols that can be inserted. Scroll to the bottom of the list of symbols and select the check mark symbol in the last row of symbols. Click the Insert button to insert the check mark into the document. Open the Microsoft Word, Excel, or PowerPoint application. On the Home tab, in the Font section, click the Font drop-down list and select the Wingdings font. Create a check mark symbol by pressing Alt and typing 0252 using the numeric keypad on the right side of the keyboard while still pressing Alt. After creating the check mark symbol, change the font back to the desired font for text in the document. You can create a check mark in Notepad by inserting the ASCII character check mark by following the steps below. Other Microsoft Windows programs On Microsoft Windows computers and most Windows programs, you can add a check mark using the Charmap (Character Map) utility. Below are the steps on how to add a check to most Microsoft programs using Charmap. Open the Microsoft program and Charmap. In the Character Map window, select Wingdings as the font. Scroll down until you see the check mark (character code: 0x6FC). Click the check mark and then click the Select button. Once the check mark is entered into the characters to copy text box, click the Copy button. Switch back to the Microsoft program and then paste the checkbox into the document. HTML web page In the web page's HTML source code, add one of the following extended special codes depending on the type of check mark you want to insert. ☐ - inserts the " ☐ " symbol. ✓ - adds the " ✓ " symbol. ✕ - inserts the " ✕ " symbol. Extended special HTML characters and codes. Additional information This guide will demonstrate how to add a tick symbol to Microsoft Word document. The tick symbol is not a common keyboard functions and, even stranger, it is not one of the common "symbols" that can be inserted while using Microsoft Word. The tick symbol does exist in Word but it is hidden within the Wingdins 2 font family (which is automatically installed with Office) and once the font is selected a tick is inserted by pressing Shift+P. The following guide will explain in detail how to add a tick symbol to a word document. This tutorial is designed for office 2007 and 2010. Inserting a Tick Symbol into Word Document Position the flashing cursor where the tick symbol is to be added to the word document. Click on the Insert tab on the ribbon that runs along the top of the top of the page. Click on the Insert Symbol icon on the insert ribbon and click on "More Symbols" at the bottom of the navigation list This brings up the insert symbol window where many of the common symbols are located but unfortunately the tick symbol is not one of the common symbols found in the standard font types. Click on the "Font" drop down list and scroll all the way to the bottom of the alphabetical list to the fort laded as Wingdins 2. (Note there are Wingdins 1, 2 and 3 but you require 2) Scroll through the list of Wingdins 2 symbols until the tick symbol is located (the keyboard stroke while using Wingdings 2 font is Shift+P) Click the insert button to insert the tick icon into the word document And the tick symbol is inserted into the word file. For all further additions it is easier to simply copy (ctrl+C) the tick and paste (ctrl+V) to where it is required. Once the Wingdins 2 font is selected press Shift+P to insert the tick symbol. It is worth noting the Ctrl+P brings up the print screen and not the tick symbol. A shorter method is to select the Wingdins 2 font from the font selection drop down box on the Home ribbon button Other useful tick symbol include: A tick in a box is Shift+R A cross in a box is Shift+T A tick in a box which is Shift+O Related Pages and Random Possibly Useful Guides Reduce Mouse Clicks, Save Fingers! Excel Guides - %RSD - Random number - Bullet Points - Adding Line Space - Weather Chart - Joining scatter Points - Centigrade and Fahrenheit Charts - Adding Units to a Function -Add units to a Cell - Loan Amount Visual Marketing How important are visual images for my business? Using a web application for creating images How to use Stencil for marketing campaigns. How to resize an image How to add words and text to an image How to create images for online advertising How do I create images with quotes? Cat Guides - Is a second cat a good idea? - Why Two cats CV Guides - The Personal StatementCar Guide - Replace Disk brakes on a Peugeot 307 Visual Marketing How important are visual images for my business? Using a web application for creating images How to use Stencil for marketing campaigns. How to resize an image How to add words and text to an image How to create images for online advertising How do I create images with quotes? Photoshop - Black and white images - Gausium Boarder - Home Page Word - Format Tables easily - Add tick symbol Tick symbol () also known as a check mark is a symbol for "Yes". Sometimes tick in a box (☐) preferred over tick symbol to denote yes or completion. In this blog we have covered, four different ways to insert tick and tick in box symbol in Microsoft Word. Ways to insert Tick in Box or Tick Symbol in Word Place your cursor where you want to insert the symbol and use any of the following 4 methods. Method 4 is easiest and up to 7 times faster. Method 1 - Insert > Symbols Navigating Insert Tab > Symbols and select More Symbols Navigate to Symbols in Word 2. Select Symbol Tab > Wingdings Font, and double click on desired symbol i.e. or ☐. 3. Select Close Method 2 - Alt Code (Requires dedicated Number pad keys) Ms Word Alt code for Tick (or Check) Mark and Tick in Box are: Tick Symbol or Check Mark (Tick in Box (☐))128504128505Ms Word Alt code for Tick Symbol (or Check mark) and Tick in Box To insert symbol, type corresponding Alt Code using Number pad (not using numerics key using above letters) while holding down Alt key. Method 3 - Autocorrect (Fastest method for Tick Symbol Word) Smartest way to insert check mark in Word Create Autocorrect entryLocate Tick Symbol or Tick in Box symbol (as shown in Method 1) by navigating to Insert > Symbols > More Symbols and select symbol.Click Autocorrect Button to open new AutoCorrect Dialogue box.Type desired shortcut text (say \tick or \checkbox) in Replace.Click Add.Close Autocorrect and Symbol Window. 2. Type autocorrect text created in above step and press space (for e.g. \tick) to convert into corresponding symbol. Method 4 - Alt X Alt X code for Tick (or Check) Mark & Tick in Box are Tick Symbol or Check Mark (Tick in Box (☐))1F5F81F5F9Ms Word Alt X code for Tick Mark (or Check mark) and Tick in Box To insert thick (or check) mark, type 1F5F8 and press Alt + X immediately following it. Similarly, for inserting tick in box, type 1F5F8 and press Alt + X. Summary There are four different methods to insert tick symbol in Ms Word. Of all, Alt X and Alt Code method requires remembering 4-5 digit code. While, the Insert Symbol and Autocorrect method are straightforward and relatively easy to remember. Of all these, the smartest way to insert tick symbol or tick in box is Autocorrect method as it is fastest and easy to remember. Adding symbols to a Word or Excel document can lend strong visual cues that text simply can't replicate. Use these five easy methods to add important symbols to your work. Symbols, or icons, are everywhere, from menus to legal documents--they're even in ordinary documents now. They add functionality in a visual way, and fortunately, they're easy to insert. In this article, I'll illustrate how easy it is to add these visual tools to a document by adding checkmarks to a simple to-do list. I'm using Word and Excel 2016 (desktop) on a Windows 10 64-bit system. Although I'm using the checkmark character in my example, Office has a comprehensive library of symbols that you'll add the same way. In addition, I'm working with Word and Excel, but symbols are available in most Office apps. We'll work with the symbol characters specifically; we won't use content, legacy, or ActiveX controls. Click here to download the sample files for this article. 1. Basic how-toYou may already be familiar with entering symbols. It's easy and most users learn how to do this early on: Insert your cursor where you want to insert the symbol. Click the Insert tab and then click Symbol in the Symbols group. If you've recently inserted the symbol, it will be on the dropdown--just a click away. If it's not there, click More Symbols. In the resulting dialog, choose Wingdings from the Font dropdown. Use the thumb to browse through the many symbols; when you find the one you want, select it (Figure A). Click Insert and then Close. Figure B shows the resulting symbol. I added a Tab to separate the symbol and the text. If Word indents the symbol and the text, use the smart tag to turn off automatical bullets. Figure ASelect the symbol.Figure BYou can use the inserted checkmark as any other character. Word treats this character like any other textual character. You can increase or reduce the checkmark's size by changing the font size. You can also change its color. This method is available in Excel and most other Office apps. SEE: 30 things you should never do in Microsoft Office (free PDF) (TechRepublic)2. Bullet librarySymbols are sometimes available in the bullet library, but Word will treat the resulting character and its text item as a bulleted list--that might matter, it might not, and it might add behaviors you can exploit. (You won't use this method in Excel.) To use this route, position your cursor where you want to insert the symbol (bullet) and then click the Bullets dropdown (in the Paragraph group). Select the symbol from either the recently used offerings or the bullet library, as shown in Figure C. As you can see in Figure D, Word automatically indents the item because that's the default setting (you can change this setting) for a bulleted list.Figure CSelect the symbol. Figure DWord indents the new checkmark and the list item, as it would a bullet. For a quick indent fix, display the ruler (on the View tab) and drag the left indent for that item to the left margin. However, this isn't something you'd want to do every time you check an item off your list! If you want a permanent fix, read How to control spacing and alignment in a numbered list in Microsoft Word.Add symbols to the libraryNot all symbols are in the library, but you can easily add most, as follows: Click the Bullets dropdown and choose Define New Bullet. Click Symbol to launch the Symbol dialog. Use the instructions above to select the appropriate symbol.Click OK twice. As you can see in Figure E, I added the boxed checkmark to the library. Figure EAdd symbols to the bullet library. At this point, you have one item that Word treats as a normal character--the one in the first list. The two following items, Word is treating as a bulleted list. I'm not suggesting you mix and match; it's a contrived example and I'm showing you how to use the features available. I'm not illustrating how to create a useable to-do list. So, don't ley the discrepancies bother you. However, it's easy to forget you're using bullets, and might cause a bit of frustration when the list doesn't respond to other tasks the way you expect. 3. PasteOnce you have the symbol in your document, you can avoid the interface route and simply paste the existing symbol. Select it, press Ctrl+c, position your cursor where you want the new symbol and press Ctrl+v. It's that simple. You can use this method in any Office app. SEE: How to use Excel's what-if tools to analyze business scenarios (free PDF) (TechRepublic)4. Alt keyMy least favorite way to enter a symbol is to use the Alt shortcut because you need to know the symbol's character code and then you must format the cell--it's too much work. However, it's a helpful solution if you want to enter a symbol that you can't find in Word's symbol library. To use this method, do the following: Position the cursor where you want to insert the symbol.Hold down the Alt key and use the number keypad to enter the character code--that's 0252 for the plain checkmark and 0254 for the boxed checkmark. Word will display an odd character (Figure F) to display the checkmark. (You might need to press Num Lock on your keyboard.)Highlight the new character and apply Wingdings from the Font dropdown. Similar to the symbol in #1, you can change font properties for this checkmark. You can use this method in any Office app.Figure FWord inserts an odd-looking character, not the checkmark you expected. 5. FormulaThe first four methods will work similarly in most Office apps, including Excel. Let's switch gears a bit to see how you can use a formula in Excel. Now, with our simple example, this technique would be overkill, but it's a good technique to know just the same. Unlike Word, it takes a bit of setup, but with all the pieces in place, it works without any additional effort on your part. We'll illustrate this method using the same simple list (Figure G). The first step is to apply the Wingding font to the checkmark column (Complete) as follows. Select B3:B7 and choose Wingdings from the Font dropdown. Next, enter the following formula in B3 and then copy it to the remaining data set (column B): =IF(D3="",CHAR(252),"") Now you're ready to use the list. Simply enter a completion date in column D and watch Excel automatically display a checkmark, as shown in Figure G. Figure GThe formula displays a checkmark when you enter a completion date. Be your company's Microsoft insider by reading these Windows and Office tips, tricks, and cheat sheets. Delivered Mondays and Wednesdays Sign up today Send me your question about OfficeI answer readers' questions when I can, but there's no guarantee. Don't send files unless requested; initial requests for help that arrive with attached files will be deleted unread. You can send screenshots of your data to help clarify your question. When contacting me, be as specific as possible. For example, "Please troubleshoot my workbook and fix what's wrong" probably won't get a response, but "Can you tell me why this formula isn't returning the expected results?" might. Please mention the app and version that you're using. I'm not reimbursed by TechRepublic for my time or expertise when helping readers, nor do I ask for a fee from readers I help. You can contact me at susansalesharkins@gmail.com.Also see:

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