Alt +

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| ☺ | ☻ | ♥ | ♦ | ♣ | ♠ | • |
| 9 | 11 | 12 | 18 | 19 | 24 | 25 |
| ○ | ♂ | ♀ | ↕ | ‼ | ↑ | ↓ |
| 27 | 26 | 29 | 30 | 31 |  |  |
| ← | → | ↔ | ▲ | ▼ |  |  |

**Alt + X**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ☑ | ☒ | ✓ | ✕ | ✰ | ✱ |
| 2611 | 2612 | 2713/2714 | 2715/2716 | 2730 | 2731 |
| ⃞ | ⃣ | ✅ | ↺ | ↻ | ⇄ |
| 20DE | 20E3 | 2705 | 21BA | 21BB | 21C4 |
| 🕐 | 🕑 | 🕒 | 🕧 |  |  |
| 1F550 | 1F551 | Alt 128338 | Alt 128259 |  |  |

**Excel**

下标Ctrl + =

上标Ctrl + Shift+=

表格Ctrl+T

求和Alt+=

图表Alt+F1