

Spanish Keyboard Commands

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Using the Spanish Keyboard on a PC

Any of these instructions can be used with email and Internet. You can either install a Spanish keyboard, or use numerical commands.

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Keyboard](#)

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Install Spanish Keyboard

Go to Start, Settings, Control Panel, Keyboard. Under Language, add the Spanish Language if it is not already installed.

To switch from the English to Spanish keyboard, click on the icon at the bottom right-hand corner of the monitor, En > Es. When "**Es**" is displayed you must use Spanish punctuation keyboard commands.

All letter and number keys remain the same. You will notice that some of the non-letter keys will change, for example the "?" Use the chart below to type some of the non-letter keys that change. If all else fails, switch back to the "**En**" (English) keyboard to type the non-letter keys if you can't locate them in the "**Es**" (Spanish) keyboard.

To type an accent mark over a letter, type:

[then the letter that needs the accent mark. The "[" key is to the right of the "p."

Practice: type] e and the é should appear; [a to get the á, etc.

Use keys	To type
=	¿
;	ñ
shift =	í
shift .	:
shift -	?
[a	á
[e	é
[i	í
[o	ó

[u	ú]
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Spanish Keyboard

°	!	"	#	\$	%	&	/	()	=	?	i	Back
	1	2	3	4	5	6	7	8	9	0	'	¿	
Tab	q	w	e	r	t	y	u	i	o	p	Accent Command	*]
											+	}	
Caps	a	s	d	f	g	h	j	k	l	Ñ	[Enter	
										ñ	{		
Shift	z	x	c	v	b	n	m	;	:	-	Shift		
							,	.	-				
Ctrl	Alt			Alt						Ctrl			

Numerical Commands: Spanish "ALT" Commands for Word

For the following characters, push the **ALT** key and type in the following numbers:

é	130
á	160
í	161
ó	162
ú	163
ñ	164
¿	168
i	173
ü	129



