

Font: *normal* (can be inserted directly in any font)

Symbol	Shortcut code	Use for
À	Alt+0197	
€	Alt+0128	
–	Alt+0175	negative charge
°	Alt+0176 of Alt+248	degrees sign
±	Alt+0177	
·	Alt+0183	Lewis-structures like BF ₃ ·Et ₂ O
¼	Alt+0188 of Alt+172	
½	Alt+0189 of Alt+171	
é	Alt+130	
ë	Alt+137	
ï	Alt+139	
– (en dash)	Ctrl+Num –	namereactions like Diels–Alder
=	2550, then Alt+X	allene =●=
α / β / γ / δ,...	03B1, Alt+X / 03B2, Alt+X / etc.	

N.B. These Greek characters are not very nice in *Arial* or *Verdana*. Therefore, use the Greek character subset only when typing in *Times New Roman*

Font: *symbol* (can be inserted only after setting font to *symbol*)

Symbol	Shortcut code	Use for
α	Alt+097	
β	Alt+098	
γ	Alt+099	
δ	Alt+100	
ε	Alt+101	
λ	Alt+108	
μ	Alt+109	
π	Alt+112	
σ	Alt+115	
τ	Alt+116	
↔	Alt+0171	
←	Alt+0172	
↑	Alt+0173	
→	Alt+0174	
↓	Alt+0175	
•	Alt+0183	allene =●=
≠	Alt+0185	
≡	Alt+0186	
≈	Alt+0187	

N.B. In Word, you can define shortcut codes (e.g. Alt+a=α) via Insert/Symbol...