

How to use Character Map

You can use below method for inserting various characters into a spreadsheet

It is not unusual to use an Excel worksheet to create different types of checklists and forms that are used by other people. When you are developing your checklist, you may want to actually put a check mark into a cell. There are several ways you can go about doing this. Both methods involve changing the font applied to a cell and then typing the character you want in the cell.

For instance, try these steps:

1. Select the cell that you want to contain the check mark.
2. Using the Font drop-down list, select Wingdings. The cell is now formatted to use the Wingdings font.
3. Start the Character Map accessory included with most versions of Word. Click on Start, then Programs, then Accessories to find the program..
4. In the Character Map, select the Wingdings font.
5. Scroll through the available characters until you find the check mark you like.
6. Copy the character to the Clipboard. (The controls in the Character Map accessory allow you to do this, although the controls differ from one version of Word to another.)
7. Close the Character Map accessory.
8. In Excel, press **Ctrl+V** to paste the character into the cell.

This is quite a few steps to put in a simple check mark. There is a simpler way, however, if you simply remember that you need to pick a font that contains check marks, and then put in the character to produce that check mark.

When it comes to fonts containing check marks, there are quite a few. The appearance of the check mark will depend on the font you use. The following information shows what you would type (on the keyboard) in various fonts to achieve a check mark:

Character to Type	Font to Use
a	Marlett
a	Webdings
b	Marlett
C	Erilogo
P	Wingdings 2
Alt+129	Wingdings
Alt+0214	Symbol
Alt+0252	Wingdings

For those instances where an **Alt** combination is mentioned, you simply need to hold down the **Alt** key as you type the three or four numbers on the keypad.

There are undoubtedly numberless other character/font combinations that will result in a check mark in a cell. If you want to do your own exploring, you can use the Character Map accessory to look around through different fonts to find out what is available.

Examples

When you need to insert a special character, i.e. : ☺

In Word:-

1. Go to the 'Insert' menu.
 2. Select 'Symbol'.
 3. This will bring up something similar to the character map.
 4. Now under the 'Font Type', select 'Wingdings'.
 5. Double click on desired symbol.
 6. It will appear in the text box at the bottom left of that dialogue box.
 7. Highlight it, press CTRL+C to Copy.
 8. Go into your document, press CTRL+V to Paste.
 9. Before you type in anything else, make sure the font is back to 'Arial' or 'Times New Roman'.
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In Excel:-

1. You don't have the Insert Symbol option. Therefore you have to load 'Character Map' from the 'Start Menu'.
 2. Click once on the 'Start Menu', go to 'Programs', go to 'Accessories', go to 'System Tools' and select 'Character Map'.
 3. Select 'Wingdings' from the 'Font' drop down menu.
 4. Find symbol that you want to insert.
 5. Double click, it will then appear in the text box.
 6. Highlight this symbol, Copy then Paste into your document. Change font back to previous, otherwise it will remain in 'Font Style Wingdings'.
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Character Map – Set to Wingdings (as in pic below):

