

Symbol Shortcuts for Chemistry Students

Inserting non-standard characters (e.g., β^2) into a document in MS Word can be time consuming, especially when writing a long lab report. By using the shortcuts built into Word, such as Unicode, you will be able to speed up this process.

Shortcuts built into Word:

Subscript ($\#_2$) Press *Ctrl* and the *+* keys

Superscript ($\#^2$) Press the *Ctrl*, *Shift*, and *+* keys

Inserting characters using Hex to Unicode: Type in the appropriate code, and with the cursor placed at the end of the code, press the *Alt* and *x* keys simultaneously to convert the code to a character.

Unicode Shortcuts

Symbol	Code	Meaning
\geq	2265	Greater Than
\leq	2264	Less Than
\pm	00B1	Plus or Minus
\neq	2260	Not Equal To
\approx	2248	Equivalent
$\sqrt{\quad}$	221A	Root
$^\circ$	00B0	Degree
\AA	00C5	Ångstrom
α	03B1	Alpha

Symbol	Code	Meaning
β	03B2	Beta
γ	02e0	Gamma
Δ	2206	Delta
λ	03BB	Lambda
μ	00B5	Mu, Micro
π	03C0	Pi
Σ	2211	Sigma, Sum
σ	03C3	Sigma
Ω	03A9	Omega

Tip:

If you find that your text is unusually shifted, you should make sure that the inserted symbol is in the appropriate font.