

Special Characters in Microsoft Word

What they mean and how to add them.

Em dash	A dash that is longer than a hyphen. Sometimes used for parenthesis.	[Alt] + [Ctrl] + [Num -]
En dash	A dash that is half the length of an Em rule. Used for parenthesis, connections and ranges.	[Ctrl] + [Num -]
Nonbreaking hyphen	A hyphen that keeps both parts together on the same line.	[Ctrl] + [Shift] + [_]
Nonbreaking space	A space, similar to the nonbreaking hyphen, that keeps the two words together on the same line.	[Ctrl] + [Shift] + [Space]
Optional hyphen	If a word needs to be split over two lines, it'll do it here. You won't always see it, but it's there.	[Ctrl] + [-]
Ellipsis	Those three dots that indicate there's more to come a speaker has trailed off.	[Alt] + [Ctrl] + [.]