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Keyboard shortcut for check mark in word

Latest update on April 29, 2020 at 06:49 AM by Aoife McCambridge . The check mark is a symbol used to indicate that something that was confirmed after review. Although the physical keyboard does not include it, if you are working on a document in Microsoft Word, you can easily insert it through the dialog square, as a symbol, or via a keyboard shortcut. In your Word document, click the Insert tab, and find the Symbol group. Click Symbol > More Symbols. Select the Wingdings font, and scroll to the last row of symbols that appear in the list. Select the check mark, and click Insert. You can then close the window to continue working on your document. Open your Word document, and go to the Home tab. Select the Wingdings font 2, and place the cursor where you would like to insert the symbol. Press and hold Shift + P to insert the check mark. Place the cursor where you'd like to insert the symbol, and then press ALT + V on your keyboard. Image: © Dzmitry Kliapitski - Shutterstock.com Ask a question This document, titled « How To Insert a Check Mark in Word », is available under the Creative Commons license. Any copy, reuse, or modification of the content should be sufficiently credited to CCM (ccm.net). Previous How to Create a Table of Contents in Microsoft Word Next How to delete a page in Word 2 vote - 5.0/5 2 Comments In today's article, you'll learn how to use some keyboard shortcuts plus other methods to type the Check in a Box Symbol (text/Emoji – ☑) in MS Word/Excel using either Windows or Mac.Just before we begin, I'll like to tell you that you can also use the button below to copy and paste the Check in a Box sign into your work for free.However, if you just want to type this symbol on your keyboard, the actionable steps below will show you everything you need to know.Quick Guide for Typing Check in a Box Symbol [☑]To type the Check in a Box Symbol on Mac, press Option + 2611 shortcut on your keyboard. For Windows users, simply press down one of the Alt keys and type 9745 using the numeric keypad, then let go of the Alt key.Note: These shortcuts can work only on MS Word.The below table contains all the information you need to type this Symbol on the keyboard for both the Mac and the Windows PC.Symbol NameBallot Box with CheckSymbol Text☑Alt Code9745Windows ShortcutAlt+9745Mac ShortcutOption + 2611Word Shortcut2611, Alt+XThe quick guide above provides some useful shortcuts and alt codes on how to type the Check in a Box symbol in Word or Excel on both Windows and Mac.Below are some more different variations of the checked boxes with their respective alt code that can be used to type them in Word for both Windows and Mac.SymbolSymbol NameWindows Alt Code ShortcutMac Alt Code Shortcut✓Check MarkAlt + 10003Option + 2713✔Heavy Check MarkAlt + 10004Option + 2714✅White Heavy Check MarkAlt + 9989Option + 2705☑Ballot Box With CheckAlt + 9745Option + 2611✓Not Check MarkAlt + 9083Option + 237B✓Light Check MarkAlt + 128504Not Available☑Ballot Box with Bold CheckAlt + 128505Not AvailableTo type any of the above checked boxes in your Word document, press down one of the Alt keys on your keyboard and type the alt numbers using the numeric keypad. For example, press Alt + 9745 to type the Ballot Box with Check.For more details, below are some other methods you can also use to insert this symbol into your work such as Word or Excel document.How to type Check in a Box Symbol [text/Emoji] in Word/ExcelMicrosoft Office provides several methods for typing Checked Symbols or inserting symbols that do not have dedicated keys on the keyboard.In this section, I will make available for you five different methods you can use to type or insert this and any other symbol on your PC, like in MS Office (ie. Word, Excel, or PowerPoint) for both Mac and Windows users.Without any further ado, let's get started.Using the Check in a Box Symbol Alt Code (Windows Only)The Check in a Box Symbol alt code is 9745.Even though this Symbol has no dedicated key on the keyboard, you can still type it on the keyboard with the Alt code method. To do this, press and hold the Alt key whilst pressing the Check in a Box Alt code (i.e. 9745) using the numeric keypad.This method works on Windows only. And your keyboard must also have a numeric keypad.Below is a break-down of the steps you can take to type the tickbox Sign on your Windows PC:Place your insertion pointer where you need the Check in a Box Symbol text/Emoji.Press and hold one of the Alt keys on your keyboard.Whilst holding on to the Alt key, press the Check in a Box Symbol's alt code (9745). You must use the numeric keypad to type the alt code. If you are using a laptop without the numeric keypad, this method may not work for you. On some laptops, there's a hidden numeric keypad which you can enable by pressing Fn+NmLk on the keyboard.Release the Alt key after typing the Alt code to insert the Symbol into your document.This is how you may type this symbol in Word using the Alt Code method.Using the Check in a Box Symbol Shortcut (Mac and Windows)For Mac users, the keyboard shortcut for the Check in a Box Symbol is Option + 2611.For Windows users, use the Alt Code Shortcut method by pressing down one of the [Alt] keys whilst typing the symbol's alt code which is 9745. You must use the numeric keypad to type the alt code. Also, ensure that your Num Lock key is turned on.Below is a breakdown of the Check in a Box Symbol shortcut for Mac:First of all, place the insertion pointer where you need to type the symbol (☑).Now, press Option + 2611 simultaneously on your keyboard to insert the symbol.Below is a breakdown of the Check in a Box Symbol shortcut for Windows (In MS Word Only):Place the insertion pointer at the desired location.Press and hold down the Alt keyWhile pressing down one of the [Alt] keys whilst typing the symbol's alt code which is 9745. You must use the numeric keypad to insert the symbol.Below is a breakdown of the Check in a Box Symbol shortcut for Windows (In MS Word Only):Click to place the insertion pointer where you want the Check in a Box Symbol to be inserted.Type this code – 2611.After typing the code and whilst the insertion pointer is still next to the last digit in the code, press Alt + X to convert the code to the symbol.These are the shortcuts you may use to type the checked box sign in Word or Excel.Copy and Paste Check in a Box Sign ☑ (text/Emoji)Another easy way to get the Check in a Box sign on any PC is to use my favorite method: copy and paste.All you have to do is to copy the symbol sign from somewhere like a web page, or the character map for windows users, and head over to where you need the symbol (say in Word or Excel), then hit Ctrl+V to paste.Below is the symbol for you to copy and paste into your Word document. Just select it and press Ctrl+C to copy, switch over to Microsoft Word, place your insertion pointer at the desired location, and press Ctrl+V to paste.☑Alternatively, just use the copy button at the beginning of this post.For windows users, obey the following instructions to copy and paste the Check in a Box Symbol using the character map dialog box.Click on the Start button and search for Character Map. The Character Map app will appear in the search results, click to open.The Character Map dialog will appear. Click to check the Advanced view check-box to expand the dialog box for more advanced options.On the advanced view, type Check in the Search box.You should now see the Check in a Box (☑) Symbol on the character map dialog. If you can't see it, then you should look through the library of symbols to spot it. When found, double click it to select. Alternatively, click on the Select button.After you select the symbol by double-clicking it, it should appear in the Character to copy: field, then click on the Copy button to copy the symbol.Switch to your Microsoft Word or Excel document, place the insertion pointer at the desired location, and press Ctrl+V to paste.This is how you may use the Character Map dialog to copy and paste any symbol on Windows PC.Using insert Symbol dialog box (Word, Excel, PowerPoint)The insert symbol dialog box is a library of symbols from where you can insert any symbol into your Word document with just a couple of mouse clicks.Obey the following steps to insert this symbol (☑) in Word or Excel using the insert symbol dialog box.Open your Word document.Click to place the insertion pointer where you wish to insert the symbol.Go to the Insert tab.In the Symbols category, click on the Symbol drop-down and select the More Symbols button.The Symbol dialog box will appear.To easily locate the Check in a Box symbol, select Segoe UI Symbol font type in the Font list at the upper left section of the window. Then type 2611 in the character code field at the bottom area of the window. After typing this character code, the Check in a Box symbol will appear selected.Now click on the Insert button to insert the symbol into your document.The symbol will then be inserted exactly where you placed the insertion pointer.These are the steps you may use to insert this Symbol in Word.ConclusionAs you can see, there are several different methods you can use to type the Check in a Box Sign in Microsoft Word.Using the shortcuts for both Windows and Mac make the fastest option for this task. Shortcuts are always fast.Thank you very much for reading this blog.If you have anything thing to say or questions to ask concerning the Checked Box Symbol, please drop it in the comments. what is the keyboard shortcut for check mark. what is the keyboard shortcut for check mark symbol. what is the shortcut for check mark in word

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