

Symbols Table Exercise

Save your document as *SymbolsTable.docx*.

Recreate the table below (3 X 16) with the appropriate symbols.

NOTE: To find the symbols to insert, go to Insert => Symbol => More Symbols

#	Symbol	Meaning
1	•	The large bullet can be used to indicate items in a listing
2	·	A small bullet can be used for sub-listings showing minor importance
3	½	The one-half symbol is useful when typing mathematical problems
4	°	The degrees symbol is needed when typing recipes or indicating temperatures
5	É	The letter “e” with the diacritical mark shown is used in words like “resume.”
6	£	The pound symbol is used when writing costs in English pounds
7	—	The “em” dash is preferred when typesetting to the typewriter – dash
8	✓	The check mark is useful for many things.
9	¢	The cent symbol is desired when typing information about money
10	ä	Many foreign characters are available in the multinational character set
11	→	The arrow key is available for pointing in any direction
12	¶	The paragraph symbol might be desired when you wish to indicate a new paragraph or wish to show what a symbol looks like
13	♂	Symbol for male
14	♀	Symbol for female
15	♥♦♣♠	These symbols are helpful if you need to discuss the various card symbols