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How to mark tick in ms word

Lionsure 2020-10-29 Original by the website There are two types of ticks in Word, one is tick mark(symbol), and the other is tick box(Checkbox). If you want to add the former, you can insert from symbols or input with input method. If you want to add the latter, there are two input methods, the first is inserting through symbols, the second is using shortcuts for quick typing. Cross with box is the same as tick. There are three ways to enter.You input the checkbox or cross symbol with the shortcut keys can also be subdivided into three methods, which are: first enter the number and then turn the number into a symbol, press and hold the Alt key directly and enter the number, first enter the letter and then turn it into a symbol. The following is a few examples of how to add tick mark,checkbox, cross,cross with box symbol in word.I, How to tick mark in word(I) Insert tick mark from symbols1. Position the cursor where you want to insert tick mark, select the "Insert" tab, click "Symbol" in the upper right corner of screen, and select "More Symbols" in the pop-up menu to open the "Symbol" dialog box; select the "Symbols" tab, click the "Font" drop-down list box, select "Wingdings" from the pop-up options, drag the scroll bar to the bottom, the last one in second line from bottom is the tick, click it to select, click "Insert", then it is inserted into the document;2. There is also a tick symbol in "Wingdings 2". Click the "Font" drop-down list box again, and then select "Wingdings 2", move the scroll bar to the top. The third one from right in the third line is the tick symbol, select it and click "Insert", the selected tick symbol is also inserted into the document, click "Cancel" to close the "Symbol" dialog box; the operation steps, as shown in Figure 1:Figure 1Tip: You can also open the "Symbol" dialog box by pressing the shortcut keys Alt + N + U + M. The method is: hold down Alt and press N, U, and M once.3. It can be seen from the inserted two tick symbols that the tick symbol in Wingdings is thicker than in Wingdings 2, you can select according to requirements during application.4. If it is Word 2003, there is a tick symbol in the "Special Symbol" dialog box; if you want to insert a tick symbol from here, the method: select the "Insert" tab, click "Special Characters", open the "Special Characters" dialog box, and select "Mathematical Characters" tab, find the tick symbol, double-click it to insert into the document.(II) Enter the tick mark with shortcut keys Alt + 0252On the "Home" tab, click the "Font" drop-down list box, select "Wingdings" in the pop-up menu; position the cursor to the position where you want to enter a tick, hold down the "Alt" key, enter 0252 on the numeric keypad, and release the "Alt", then enter a tick symbol; the operation process steps are shown in Figure 2:Figure 2(III) Add tick mark with input method1. There is usually a tick mark in the "Mathematical symbols" of input method. The difference is that different methods of opening the "math symbols" are different, but either click its "Feature menu" and then select "Soft Keyboard – Mathematical Symbols"; or right-click it, and then select "Special Symbols – Mathematical Symbols". If there is no tick mark, keep pressing the plus sign(+) to turn the page.2. There are some input methods, if you directly enter V1, many symbols will be listed, and you can find the tick by dragging the scroll bar.II. How to add Microsoft Word cross symbol(I) Enter the cross symbol with shortcut keys "Alt + 0251" The current tab is "Home", click the "Font" drop-down list box, and select "Wingdings" from the pop-up options; position the cursor to the position where you want to enter a cross, hold down the "Alt" key, and enter 0251 on the numeric keypad. Let go of the "Alt" key, then enter a cross mark; the procedure is shown in Figure 3:Figure 3(II) Insert from the symbolinserting a cross symbol in Word is the same as inserting a tick symbol. In the insert tick operation above, each time you select a tick, there is a cross next to it. Double-click it to insert it into the Word document, as shown in Figure 1.III. How to add a checkbox in Word(i.e. how do I add check box to word document, How to add tick boxes in Word)(I) Insert checkboxes directly1. Position the cursor at the position where you want to enter the checkbox, select the "Insert" tab, click "Symbols", then select "More Symbols", open the "Symbols" dialog box, select the "Symbols" tab, and Select "Wingdings 2" for "Font", the first from the penultimate line is the checkbox symbol, select it, click "Insert"(or double-click it), then the symbol is inserted into the document;2. Click the "Font" drop-down list box again, select "Wingdings", drag the scroll bar to the bottom, double-click the checkbox in the last line, and it will be inserted into the document; As shown in Figure 4:Figure 4(II) Input a checkbox or cross with box using shortcut key1. Input a checkbox.A Method 1: Enter 2611, press Alt + X, 2611 will turn into a checkbox; Method 2: Hold Alt, then enter 9745 on the numeric keypad, let go of the "Alt" key, input a checkbox. The operation steps are shown in Figure 5:Figure 5B. Method three: Input uppercase R, select R, click the "Font" drop-down list box, pop up the font menu, drag the scroll bar to the bottom(if there is "Wingdings 2" under "Recently Used Fonts"), and select "Wingdings 2", then R will be turned into a checkbox, the process steps, As shown in Figure 6:Figure 62. Input cross with boxMethod 1: Enter 2612, press Alt + X, 2612 will turn into a cross with box symbol; Method 2: Hold Alt, and then enter 9746 on the keypad, let go of the "Alt" key, enter the cross with box symbol; Method 3: Enter an uppercase S (or T), click the "Font" drop-down list box, and select Wingdings 2, then S(or T) will be converted to a cross with box symbol; The operation steps are shown in Figure 7:Figure 7IV. Set styles for the tick symbol in WordSelect all ticks, checkboxes, crosses, and crosses with boxes, click the "Font Size" drop-down list box, select 20, then click the "Font Color" icon, and select "Green" under "Standard Colors". All selected symbols become the set style; the operation steps are shown in Figure 8:Figure 8 A tick mark, or oftentimes referred to as a checkmark (✓), is generally used as a substitute to the words "yes", "true," or any other words that indicate approval. This symbol is commonly seen in questionnaires and user forms. When writing content in MS Word, you may need to insert tick marks to specific parts for it to be tagged as accomplished or completed. Although this character is not available on your keyboard, there are several ways to insert it in your document. In this article, we'll have a thorough review of the most efficient ways to insert a tick mark in MS Word. Now, there are two techniques you can use to insert a tick mark into a Word document. 2 Ways to Insert Tick Mark in MS Word Using the Numeric Keypad[Using the Symbol dialog box Inserting a tick mark in MS Word can be achieved in many ways. At some point, you've probably tried copying and pasting this character from the Internet or any other source so that you can use it in your content. While that is an acceptable thing to do, it's good to have other alternatives that you can always depend on, even when you are offline. In order to help you, we have narrowed down the list into the most efficient ways on how you can do it without the use of the Internet. Let's get started! Method 1: Using the Numeric Keypad First on our list is a method that requires a numeric keypad. Suppose your keyboard doesn't have one at the moment, you can still go along with this method so that you will realize by then how to utilize it. Below are the steps on how to utilize the numeric keypad to insert a tick mark. Step 1: Open a Word document. For you to learn this technique effectively, it is recommended that you follow along by having your own MS Word document. You can open any of your documents that need editing, or you may opt to create a new one. Open the MS Word program and use the controls available on the Start screen to either create a new or open an existing document. A Word document is being shown below for your reference. Step 2: Place the mouse cursor to where you will insert the tick mark. In your active MS Word document, click the part where a tick mark needs to be inserted. You can do this by moving the cursor to your mouse by simply left-clicking at a location. Alternatively, you can also move the cursor with the arrows keys on your keyboard. This can also highlight the sentences or words that you want to replace a tick mark with. Step 3: Change the font into Wingdings or any font that supports the tick mark. Not all fonts can support the tick mark. To make sure that the process will go smoothly from here, you'll need to set the Font into Wingdings. This can be achieved on the Home tab of the ribbon. If it's not yet active, click it. This will display the Font group box. Click the Font drop-down button and choose the Wingdings font from the list. If you don't select a font that supports the tick mark, the default symbol that pops out would be ü. Step 4: Turn off Num Lock. Before you can use the keys on the numeric keypad, make sure that Num Lock is turned off. Press the Num Lock key on your keyboard and verify if it's turned off through the Num Lock indicator. If your keyboard doesn't have one, try pressing any number from the keypad to verify it. Num Lock's state can be toggled by simply pressing it. Step 5: Press the shortcut keys of the tick mark. With all the previous steps already done, you can already issue the key combination to insert the tick mark. Hold down the Alt key on your keyboard, and on the numeric keypad, press the keys 0, 2, 5, 2 respectively. After which, release the Alt key to insert the tick mark. Method 2: Using the Symbol Dialog Box Another technique that you can use is through the Symbol dialog box. This method does not require the use of a numeric keypad, so you can always turn to this one if your keyboard doesn't have it. Here are the steps to achieve this method. Step 1: Create or open a document in MS Word. Of course, you will need to have an open document to use this method. If you have a document ready for editing, find and open it by simply double-clicking it open from your file storage. As an alternative, you can create a new MS Word document if you just want to test this out. Step 2: Position your mouse cursor to where the tick mark will be inserted. Like the first method, you need to identify a specific part of your document to where the tick mark gets inserted. Click on that part to position the cursor. If you prefer to edit a word or phrase, then you'll need to highlight it. Do this by left-clicking and dragging your mouse over a set of words. Step 3: Access the Symbol dialog box The next thing you'll need to do is to display the dialog box that contains the tick mark—the Symbol dialog box. To access this, click the Insert tab on the ribbon and locate the Symbols group. In this group, click the Symbol drop-down button to display the recently-used symbols. If you have already inserted the tick mark using this method, the symbol would appear on the list. If not, then you need to click the More Symbols button, as shown in the image below. Step 4: Find and insert the tick mark. From the Symbol dialog box, set the Font drop-down button into Wingdings. This will filter the result, showing only the symbols supported by Wingdings font. From here, you can already scroll down until you can find the tick mark. Alternatively, you can type in the character code of the tick mark, which is "252", in the Character code field to speed up the search process. Ensure that the tick mark is selected and click the Insert button. This will now insert the tick mark to where your mouse cursor is. Once done, click the Close button of the Symbol dialog box to close it. Conclusion With these simple techniques that you've learned, you no longer have to worry about where you can copy the tick mark. That being said, here's a short review of everything we went through today. You can insert a tick mark through two ways, both of which involves changing your font to Wingdings, or another font that supports the tick mark symbol. Always keep in mind that you can insert a tick mark through the Symbol dialog box or by using a key combination on the numeric keypad. We hope you found this article helpful! how to insert tick mark in ms word. how to put tick mark in a box in ms word. how to make tick mark in ms word. how to select tick mark in ms word. how to insert tick mark in ms word 2007. how to insert tick mark in ms word 2013. how to add tick mark in ms word 2016. how to mark a tick in word

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