You can insert Spanish accent marks in any MS Office application by using the following keystrokes:

ã, ñ, õ	Press the CTRL+SHIFT+~ (TILDE) keys simultaneously.
	Then press the letter of interest.
à, è, ì, ò, ù	Press the CTRL+` (ACCENT GRAVE) keys simultaneously.
	Then press the letter of interest.
¿	Press the ALT+CTRL+SHIFT+? keys simultaneously.
¡	Press the ALT+CTRL+SHIFT+! keys simultaneously.

If you prefer to add the accent marks using the number pad, use the following codes. Remember to *hold the "Alt" key while typing the numbers and make sure number lock is on.*

Á = Alt + 0193	ó = Alt + 0243
á = Alt + 0225	Ú = Alt + 0218
É = Alt + 0201	ú = Alt + 0250
é = Alt + 0233	Ñ = Alt + 0209
Í = Alt + 02050	ñ = Alt + 0241
í = Alt + 0237	¡ = Alt + 0161
Ó = Alt + 0211	¿ = Alt + 0191