Microsoft Word counts the number of words in a document while the document is being created. Pages, paragraphs, lines, selected text, and characters, either including or excluding the spaces may be counted.

**Count Words While Typing**
When a document is being typed, Microsoft Word automatically counts the number of pages and words in a document. These counts appear on the left side of the Status Bar (see illustration below).

**Count Words in a Selection or Selections**
It is possible to count the number of words in a selection(s) of text, rather than counting all the words in the document. The selections don’t need to be next to each other in order to count them.

1. Select the text that is to be counted.
   1. To select a large block of text:
      1. Click at the beginning of the text that is to be selected.
      1. Scroll to the end of the text that is to be selected.
      1. Hold down the Shift key and click with the left mouse button.
   1. To select blocks of text that are in separate areas:
      1. Select the first block of text.
      1. Hold down the CTRL key.
      1. Select the next block of text.

1. The Status Bar will display the number of words in the selection (see illustration below).

**Count Words in Text Box**

1. Select the words in the Text Box.
1. To count words in multiple Text Boxes:
   1. Select the words in the first Text Box.
   1. Hold down the CTRL key to select the text in the other Text Boxes.
   1. Word Count will automatically add the number of words in all the text boxes.

1. The Status Bar will display the number of words in the Text Box.

**In the illustration:**
1. The 47 represents the number of words in the text boxes.
1. The 426 represents the number of words in the rest of the document.
**Count the Number of Pages, Characters, Paragraphs, and Lines**

† Click the Review Tab.

† In the Proofing Group, click the Word Count button.

† The Statistics for the document will be displayed in the Word Count window.

![Word Count dialog box](image)

**Include Text in Footnotes, Endnotes, and Textboxes in Word Count**

† Click the Review Tab.

† In the Proofing Group, click the Word Count button.

† The Word Count window will display.

![Word Count dialog box](image)

† In this box, click the include textboxes, footnotes, and endnotes check box. The check box must contain a check mark.

† The Statistics for the document will appear.

† Click the Close button to exit the dialog box.