

Word Count

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.

- ✦ Select the text that is to be counted.
 - ★ To select a large block of text:
 - ✦ Click at the beginning of the text that is to be selected.
 - ✦ Scroll to the end of the text that is to be selected.
 - ✦ Hold down the **Shift** key and click with the left mouse button.
 - ★ To select blocks of text that are in separate areas:
 - ✦ Select the first block of text.
 - ✦ Hold down the **CTRL** key.
 - ✦ Select the next block of text.
- ✦ The **Status Bar** will display the number of words in the selection (see illustration below).
- ✦ In the illustration:



- ★ The 87 represents the number of words in the selections.
- ★ The 471 represents the number of words in the document.

COUNT WORDS IN TEXT BOX

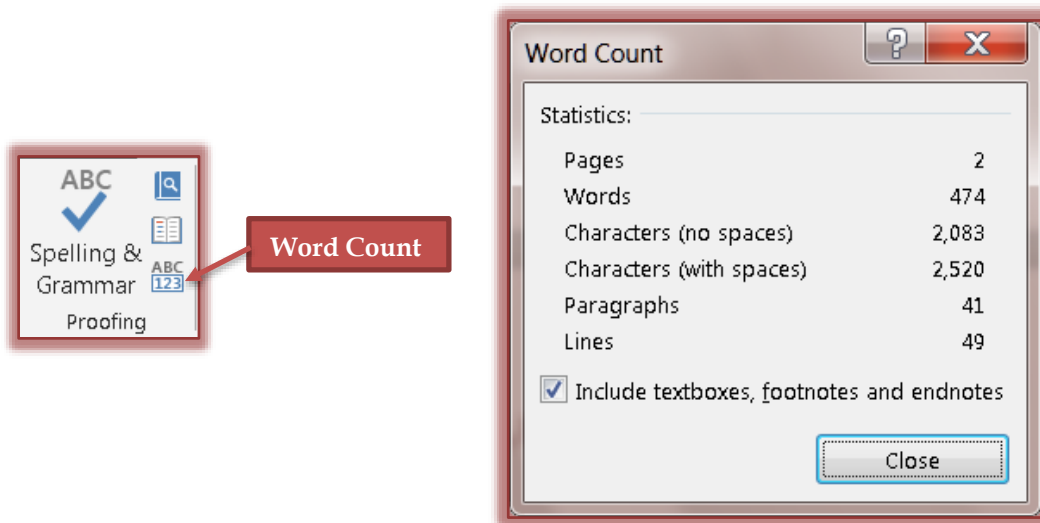
- ✦ Select the words in the **Text Box**.
- ✦ To count words in multiple **Text Boxes**:
 - ★ Select the words in the first **Text Box**.
 - ★ Hold down the **CTRL** key to select the text in the other **Text Boxes**.
 - ★ Word Count will automatically add the number of words in all the text boxes.
- ✦ The **Status Bar** will display the number of words in the **Text Box**.



- ✦ In the illustration:
 - ★ The 14 represents the number of words in the text boxes.
 - ★ The 457 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 (see illustration below).
- ✦ The **Statistics** for the document will be displayed in the **Word Count** dialog box (see illustration below).



INCLUDE TEXT IN FOOTNOTES, ENDNOTES, AND TEXTBOXES IN WORD COUNT

- ✦ Click the **Review Tab**.
- ✦ In the **Proofing Group**, click the **Word Count** button (see illustration above).
- ✦ The **Word Count** dialog box will display (see illustration above).
- ✦ 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.