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).

Page 1 of 2   472 words

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).

Page 1 of 2   85 of 472 words

- ✞ In the illustration:
  - ✶ The 85 represents the number of words in the selections.
  - ✶ The 472 represents the number of words in the document.
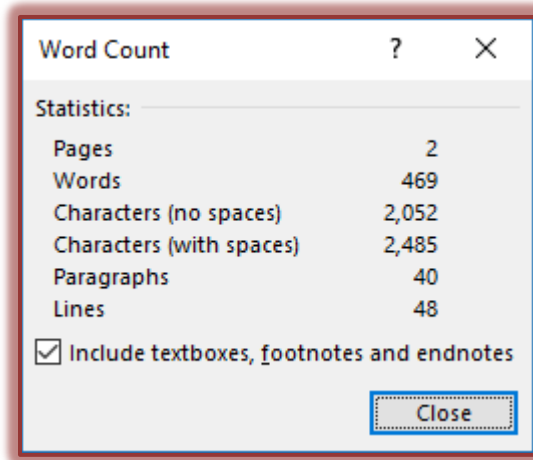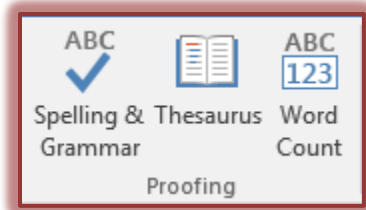
COUNT WORDS IN TEXT BOX

- ✞ 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**.

Page 1 of 2   47 of 426 words
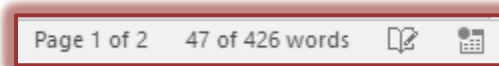
- ✞ In the illustration:
  - ✶ The 47 represents the number of words in the text boxes.
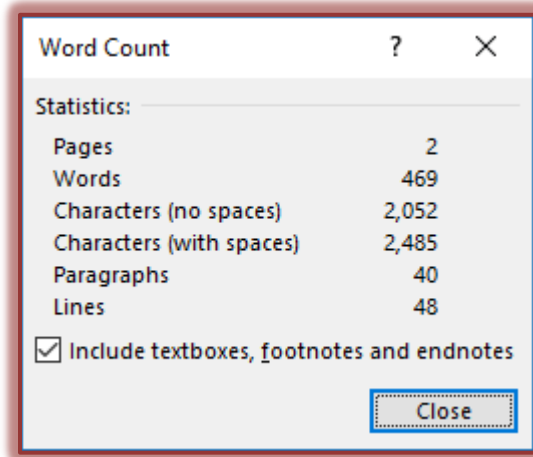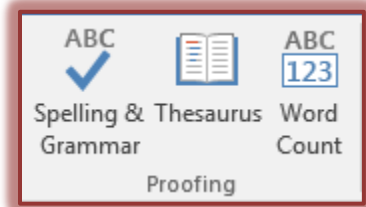 - ✶ The 426 represents the number of words in the rest of the document.

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	? ✕
Statistics:	
Pages	2
Words	469
Characters (no spaces)	2,052
Characters (with spaces)	2,485
Paragraphs	40
Lines	48
☑ Include textboxes, footnotes and endnotes	
	Close

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	? ✕
Statistics:	
Pages	2
Words	469
Characters (no spaces)	2,052
Characters (with spaces)	2,485
Paragraphs	40
Lines	48
☑ Include textboxes, footnotes and endnotes	
	Close

✞ 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.