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).

![Image](image.png)

**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:
  ![Image](image.png)
  - 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:
  ![Image](image.png)
  - 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.