

New Sample Document

You may need to occasionally check the word count in your document. By default, Word displays the total word count in the status bar at the bottom of the application window. It should look like this:

You are also able to view the word count for a specific selection in your document. To do this, select the section to count and click the "Word Count" button. This will open the "Word Count" dialog box. Here you will be able to view the word count statistics for the selection.

If you would like to "Include textboxes, footnotes and endnotes," simply check the labeled checkbox. You can then click "Close" to close this dialog box when you are finished.

Word Count

Statistics:

Pages	1
Words	63
Characters (no spaces)	282
Characters (with spaces)	345
Paragraphs	1
Lines	4

☐ Include textboxes, footnotes and endnotes

Close