

# Mac Guide: Microsoft Word 2016

## Word Count

### Word Count

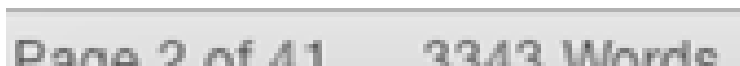
#### Counting the number of words in your document

Microsoft Word can count the number of words in your document while you type and can also count the following;

- Pages
- Paragraphs
- Lines
- Characters, including or excluding the spaces

#### Count the words as you type

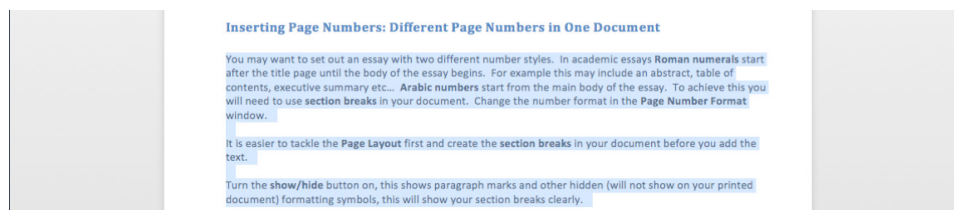
When you type in a document, Word automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of the workspace.



Page 2 of 41 3343 Words

#### Count the words in a sentence or paragraph

You can count the number of words in selected text rather than all of the words in your document. Select the text you want to count.



The status bar shows you the number of words in the selection.



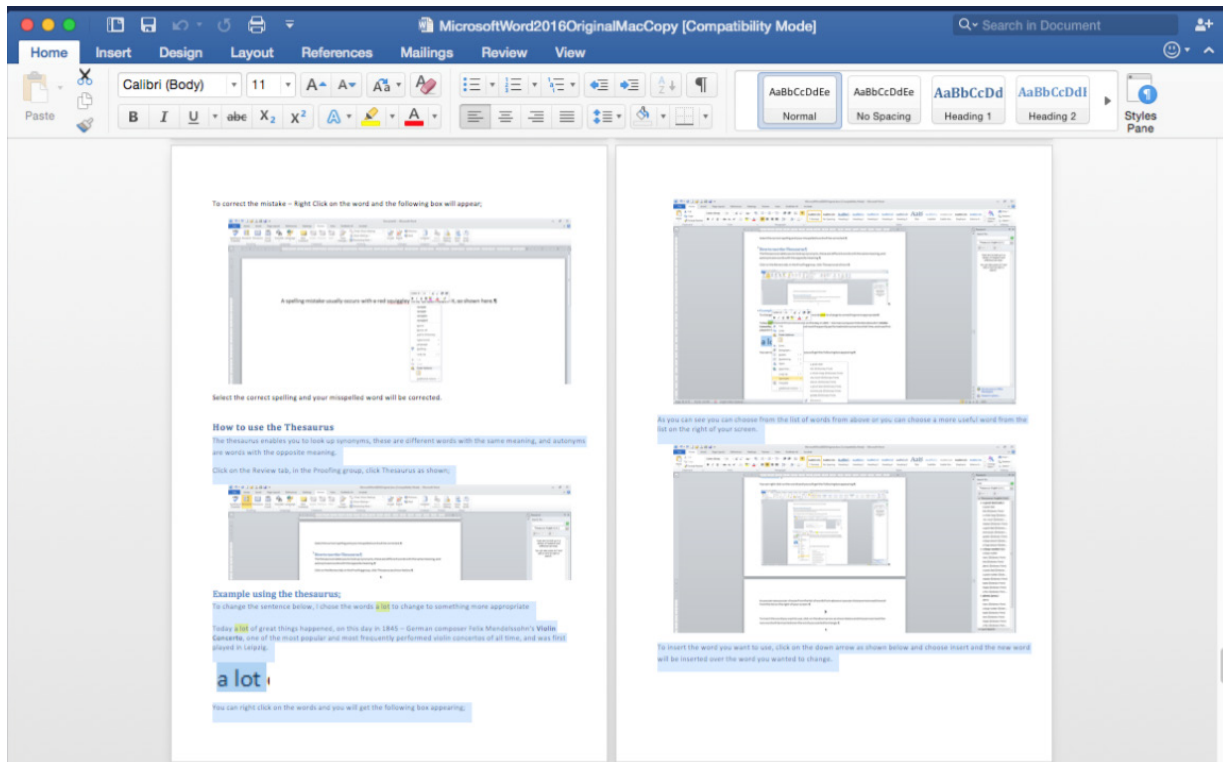
126 of 4865 Words

126 of 4865 means that the selected text accounts for 126 words out of a total number of words in your document, 4865.



Want more information?  
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NB. If you have multiple paragraphs within your document you want to count, hold the Command key down on the keyboard and select these paragraphs using your mouse. It will show your word count just for these paragraphs.



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