

## 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

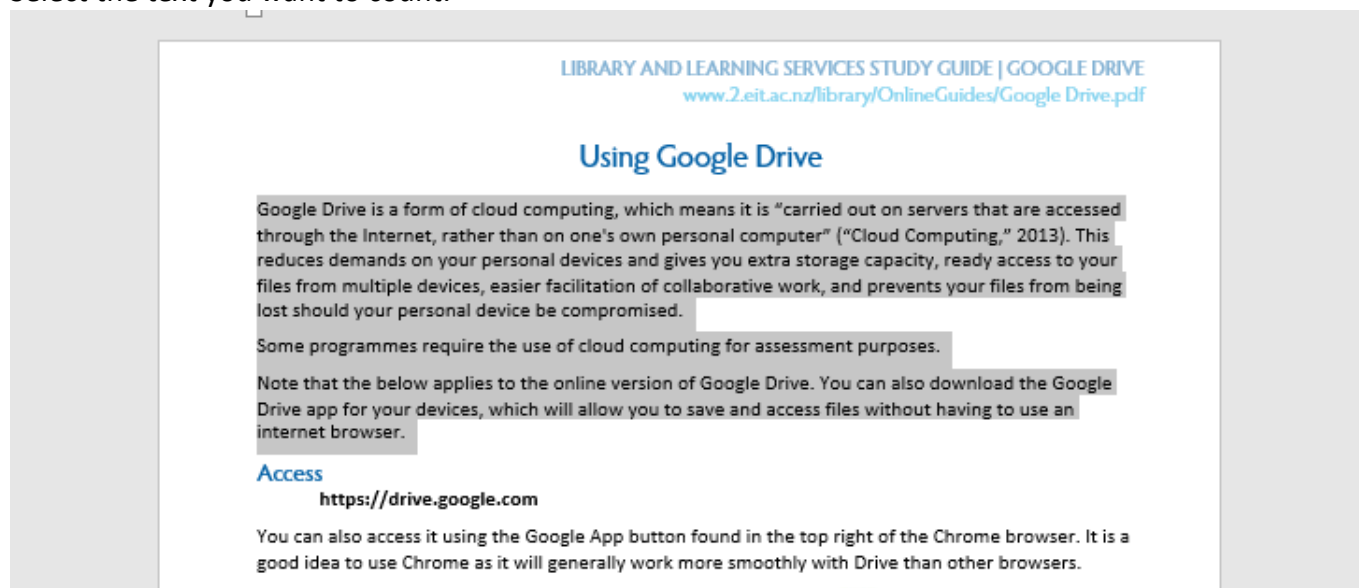
### Count the Words as you Type

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 program window.

Page 1 of 7    682 words    [X]    English (New Zealand)

### 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.

Page 1 of 7    121 of 682 words    [X]    English (New Zealand)

121 of 682 means that the selected text accounts for 121 words out of a total number of words in your document, 682.

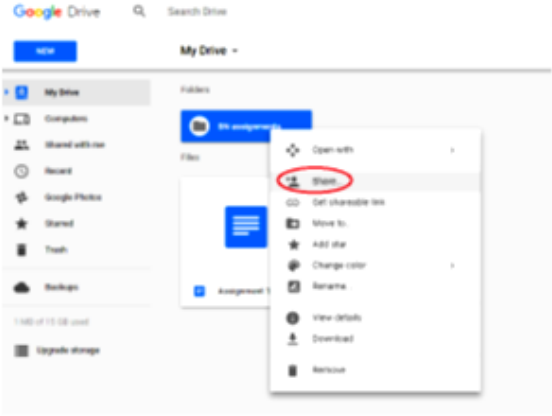
## Count the Words in a Separate Sentence or Paragraph

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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www.2.eit.ac.nz/library/OnlineGuides/Google Drive.pdf

If you are using Google Drive for assessment purposes, it can be a good idea to set up a folder for your course and share the folder with your tutor. Sharing a folder is the same process used for sharing files. Any files you then place in the folder will automatically be shared.

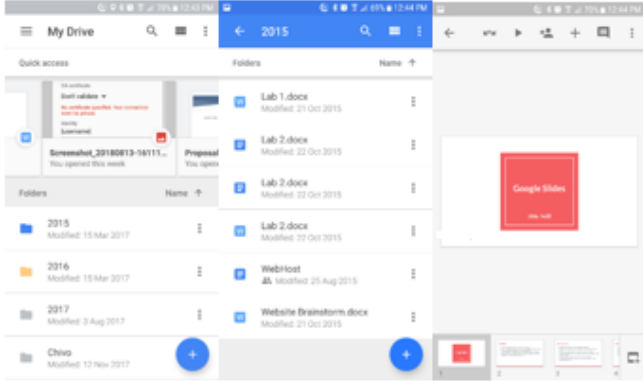
Check with your tutor if the requirements around using cloud computing for your assessment are not clear.




**Google Drive Apps**

In addition to the web computer version, there is also an app for Google Drive that can be used on your mobile devices. This allows you to upload files from a mobile device to your Google Drive and then access these on the computer version, and vice versa.

Much of the layout and functionality is the same in both versions, and you can also download apps for Google Docs, Sheets, and Slides to work on documents from Google Drive on the go. Examples of the Android smartphone apps for Google Drive and Google Slides are below.



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This will then display the selected texts' total as it did for the paragraph in the previous example. For example, these separate paragraphs total 101 out of the 682 words.