## 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 $7 \quad 682$ words [ 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.

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## Using Google Drive

Google Drive is a form of cloud computing, which means it is "carried out on servers that are accessed through the Internet, rather than on one's own personal computer" ("Cloud Computing," 2013). This reduces demands on your personal devices and gives you extra storage capacity, ready access to your files from multiple devices, easier facilitation of collaborative work, and prevents your files from being lost should your personal device be compromised.

Some programmes require the use of cloud computing for assessment purposes.
Note that the below applies to the online version of Google Drive. You can also download the Google Drive app for your devices, which will allow you to save and access files without having to use an internet browser.

Access
https://drive.google.com
You can also access it using the Google App button found in the top right of the Chrome browser. It is a good idea to use Chrome as it will generally work more smoothly with Drive than other browsers.

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

## Page 1 of $7 \quad 121$ of 682 words [ $\overline{\underline{x}} \quad$ 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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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.

