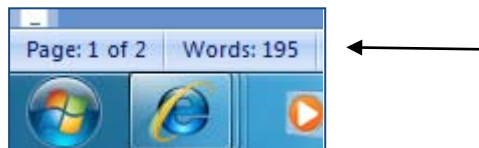


Word Count in Word 2007

Counting the number of words in a document can be done one of two ways:
- on the Status Bar, or on the **Review** tab of the ribbon. This article will step us through both methods.

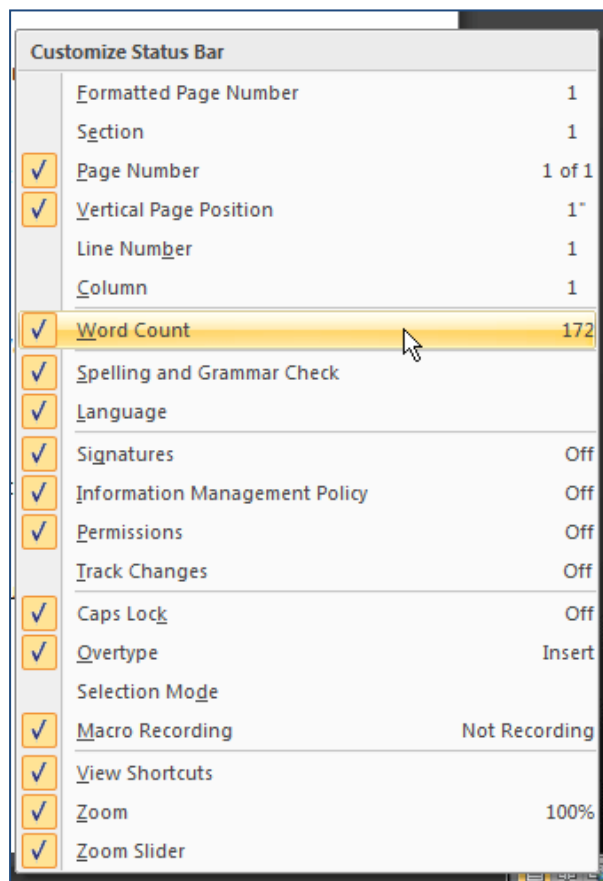
Let's begin with the Status Bar:

If the Status Bar is already enabled with the Word count option it will look like this:



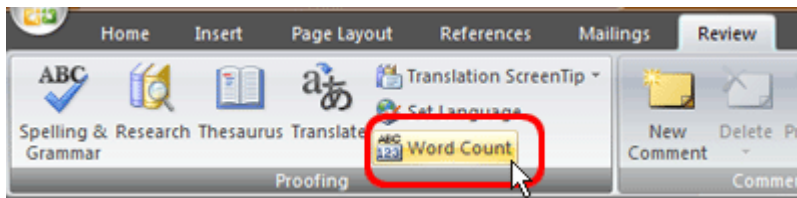
If you cannot see this, then you need to add Word Count to the Status Bar by following these steps:

1. Right-click on **Word's status bar** you'll see a huge list of information that you can choose to have displayed – one of them being Word Count. Simply click on the Word Count option and it will then display on the Status Bar.

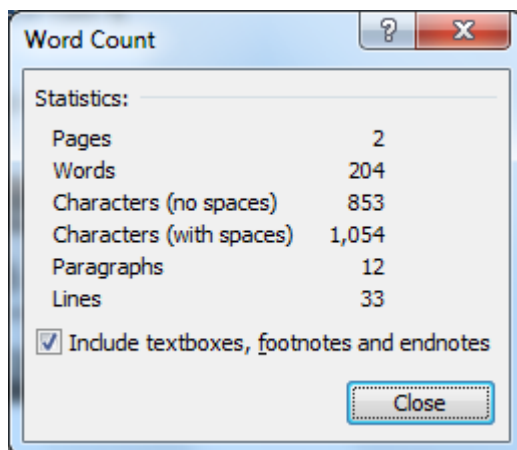


The second place to find Word Count information is on the **Review** tab of the Ribbon.

1. Click on the **Review** tab.
2. Click on the Word Count button.



3. When you click it, here's the information it will provide:



The benefit of choosing this way is that you get more than just a word count, if you ever need any of the other information.