

Microsoft Word Document

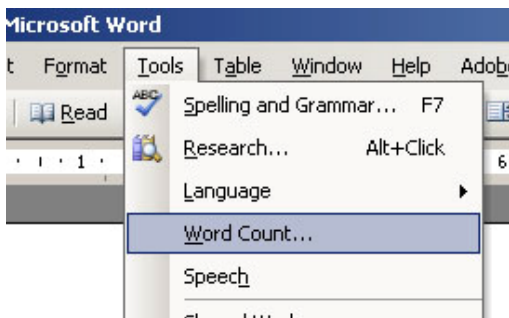
How to do a word count

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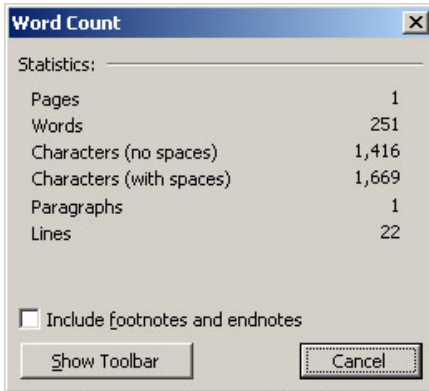
This tutorial will guide us to discovering an approach to counting the number of words on a word document. It is very useful during times such as Essay writing where you are asked to write a certain number of words. Once again, it won't be a problem for many but would be suitable for those newbies. It is straight forward anyway and won't be a problem;

Firstly, Open an Essay or a Word document in your archives so that you can use it as an example.

Now Go to the Tools Menu > down to Word Count (*See figure below*)



There will be a pop-up word count window like the one shown below. It will give you all the necessary information you might want to know about your essay.



** That is all you need to do and you are done.