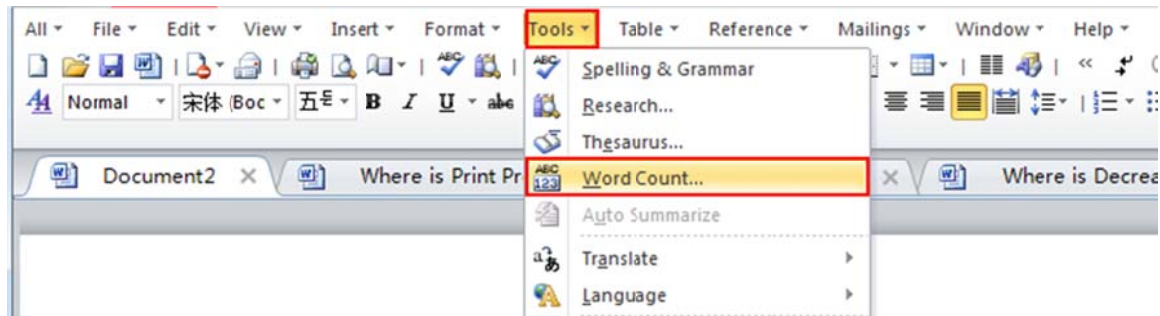


How to count characters in Word

Older versions of Word

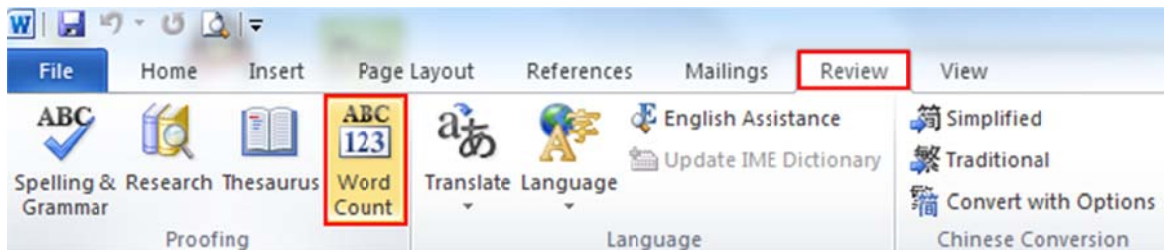
- Click **Tools** menu
- Choose **Word Count** in the drop down menu



Newer versions of Word

Method A:

- Click **Review** tab
- Move to **Proofing** group
- Click **Word Count** icon to get the Statistics window



Method B:

Or you can simply move to the Status Bar and find out the Word Count there. The following picture shows its position. Just click it and you can also see the Statistic pop-up window.

