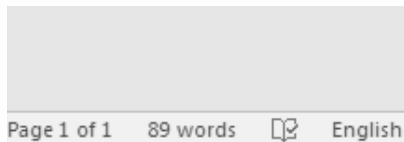


## Count the number of words in a document

Microsoft Word counts the number of words in a document while you type. You can see the word count in the status bar which you will find at the bottom of the Word screen. You can toggle the word count feature on or off by right clicking in the status bar and selecting Word count.



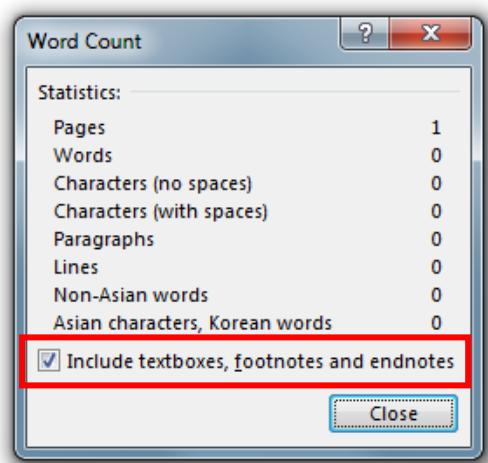
Alternatively your word count can be displayed by clicking the Review tab and selecting word count.

If you find you have a word count that doesn't tally with Turnitin, this will be because word is counting the text boxes, footnotes and endnotes

To stop Word counting the text in textboxes, footnotes or endnotes click on the Review tab then Word Count



then deselect the tick from "include textboxes, footnotes or endnotes".



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If you require further assistance, help is available from the IT Service Desk

in the Old Library Cluster and Robinson Library cluster Level 2

Opening times at <http://www.ncl.ac.uk/itservice/support/clusteritsercdesks/openinghours/>