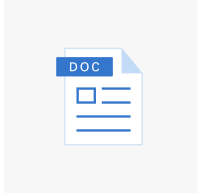


Counting The Number Of Words In Ms-Word Using Fields

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Counting the number of words in MS Word document can often feel like a straightforward task—until you need to exclude certain sections like titles, references, or footnotes. Whether you're preparing a manuscript, a report, or an academic paper, accurately tracking the word count can make a significant difference. Here's a handy guide to help you count only the words that matter, leaving out the ones you don't want to include.

Steps

1. **Count Ignored Words:** Begin by selecting the text you wish to exclude. The status bar at the bottom of the window will display the number of selected words (e.g., 15/1542), allowing you to easily see what will be omitted.
2. **Insert Field:** Next, press **Ctrl+F9** to insert a field. This will create a pair of curly brackets {} in your document.
3. **Enter Formula:** = after the brackets. Then, navigate to the Insert menu and select the field codes you want (such as the total number of words). Go to **Insert > Quick Parts > Field**, and choose **NumWords**. Your field should look something like this: {=130-12}.
4. **Toggle Field Code:** Right-click the field and select **Toggle Field Codes** to display the calculated result.
5. **Update Field Code:** If you make any changes to the document, simply select the field and press the **F9** key to update the word count.

With these simple steps, you can ensure that your word count reflects only the content that truly matters. Happy writing!