

How to use word count? (Without having SDLX or DV)

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To perform a word count in Word

1. Highlight the text to be counted. If you want to count words in the whole file, select Edit > Select All.
2. Select Tools > Word Count and the Word Count dialog window opens.
3. Note the number of words and click on the Close button.

Alternatively you can use the Recount button in the Word Count toolbar.

4. Select View > Toolbars.
5. Select Word Count and the Word Count toolbar appears.
6. Highlight the text to be counted. If you want to count words in the whole file, select Edit > Select All.
7. Click on the Recount button in the toolbar and the number of words is displayed.

To perform a word count in Word using Vista

1. Select Review
2. Click on the ABC 123 icon.
3. It will display a window with the total number of word of your document
4. If you need to count footnotes, header and footer, select the option by ticking it.

To perform a word count in Excel

Unlike MS Word, Excel doesn't have a built in method for counting the number of words in a spreadsheet. However, you can count the number of words with a simple VBA macro.

1.

```
Sub CountWords()
    Dim WordCount As Long
    Dim Rng As Range
    Dim S As String
    Dim N As Long
    For Each Rng In ActiveSheet.UsedRange.Cells
        S = Application.WorksheetFunction.Trim(Rng.Text)
        N = 0
        If S <> vbNullString Then
            N = Len(S) - Len(Replace(S, " ", "")) + 1
        End If
        WordCount = WordCount + N
    Next Rng
    MsgBox "Words In ActiveSheet Sheet: " & Format(WordCount,"###0")
End Sub
```

2.

To count the words in a single cell, you can use the following formula:

```
=IF(LEN(A1)=0,0,LEN(TRIM(A1))-LEN(SUBSTITUTE(TRIM(A1)," ", ""))+1)
```

This works by first using TRIM to convert multiple spaces to single spaces and remove any leading or trailing spaces. Then it subtracts from the Length of A1 the Length of A1 after all spaces have been removed (SUBSTITUTE). The difference is the number of spaces in A1. Add 1 to that and you get the number of words. The same function in VBA is shown below. Note that it uses Excel's worksheet function TRIM, not VBA's Trim function. The two are not the same. Both functions remove leading and trailing spaces, but Excel's TRIM changes multiple spaces within the string to single spaces, while VBA's Trim function leaves multiple spaces within the string intact. For example,

```
Debug.Print Application.WorksheetFunction.Trim(" a b c ")
prints
a b c
while
Debug.Print Trim(" a b c ")
prints
a b c
```

Function WordsInCell(Cell As Range) As Variant

```
If Cell.Cells.Count <> 1 Then
    .....
    ' return #VALUE if there is more
    ' than one cell referenced by Cell.
```



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```
WordsInCell = CVErr(xlErrValue)
Exit Function
End If
If Len(Cell.Text) > 0 Then
  With Application.WorksheetFunction
    WordsInCell = Len(.Trim(Cell.Text)) - _
      Len(.Substitute(.Trim(Cell), " ", "")) + 1
  End With
Else
  WordsInCell = 0
End If
End Function
```

This tip is from Pearson Software Consulting Services

Or alternatively

There is a much easier way to do this using a formula instead of a macro:

```
=IF(ISBLANK(A1),0,LEN(TRIM(SUBSTITUTE (A1,CHAR(10)," "))-LEN(SUBSTITUTE
(SUBSTITUTE(TRIM(A1),CHAR(10)," ")," ","")))
```

The formula works by taking the length of the text and subtracting the length of that same text minus the spaces between its words. If there is text, it adds one space for the initial word.

To perform a word count in Power point document

Under File - Properties - Statistics in PowerPoint there is among other things a word count.

Alternatively you will have to download one of the (free) program <http://ms-powerpoint-word-count-frequency-statistics-software.sobolsoft.qarchive.org/>

To perform a word count in a PDF document

You will have to download a program to count the word of your PDF document. Some are free. Alternatively you can do this is by selecting the text with the "Text Select Tool", and copying (CTRL+C) into a Word document (CTRL+V) and count your word from it.

We hope it helps!

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