

Character count function in Word

Select your text
Go to **Tools Menu**
Click on **Word Count...**

A window similar to this will popup. Please note the 4th line gives you the Character count including the spaces.



If you click on the **Show Toolbar** option in the Word Count Dialog Box, the following toolbar will popup. You may then select your text, click on **Recount** and click on the dropdown box to see the number of **Characters (with spaces)**.

