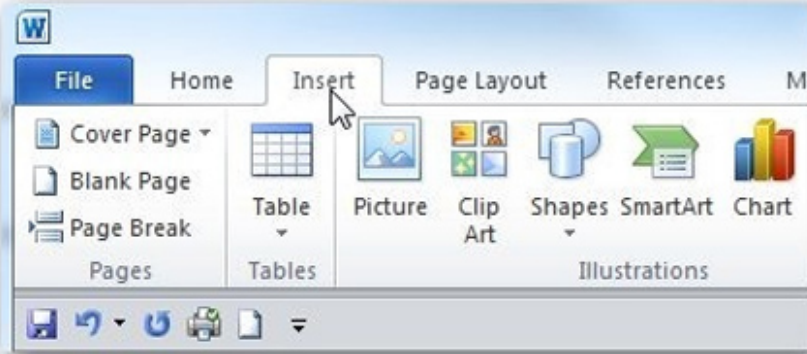


Use Field Codes to create word counters in Word 2010

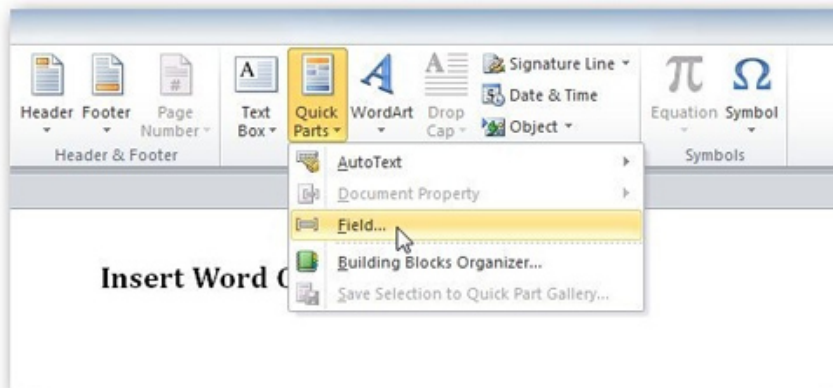
In the following article, TipsMake.com will show you how to use Field Codes to create word count function in Microsoft Word 2010 text application.

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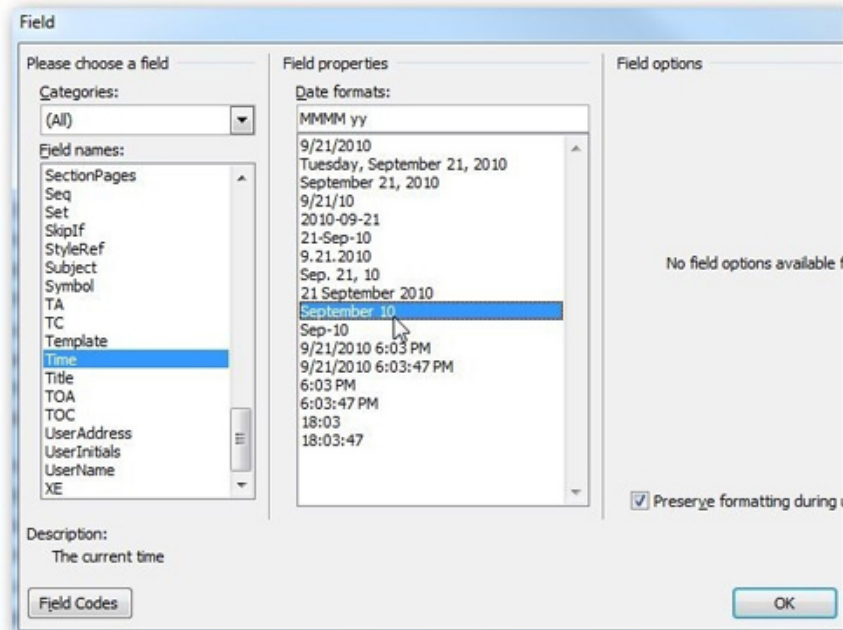
In theory, it is possible to create a separate code field to count the text in the current text, and this field will automatically update the number from when the user manipulates the text. To enter this field in the text, place the cursor in the required position, and select the **Insert** tab:



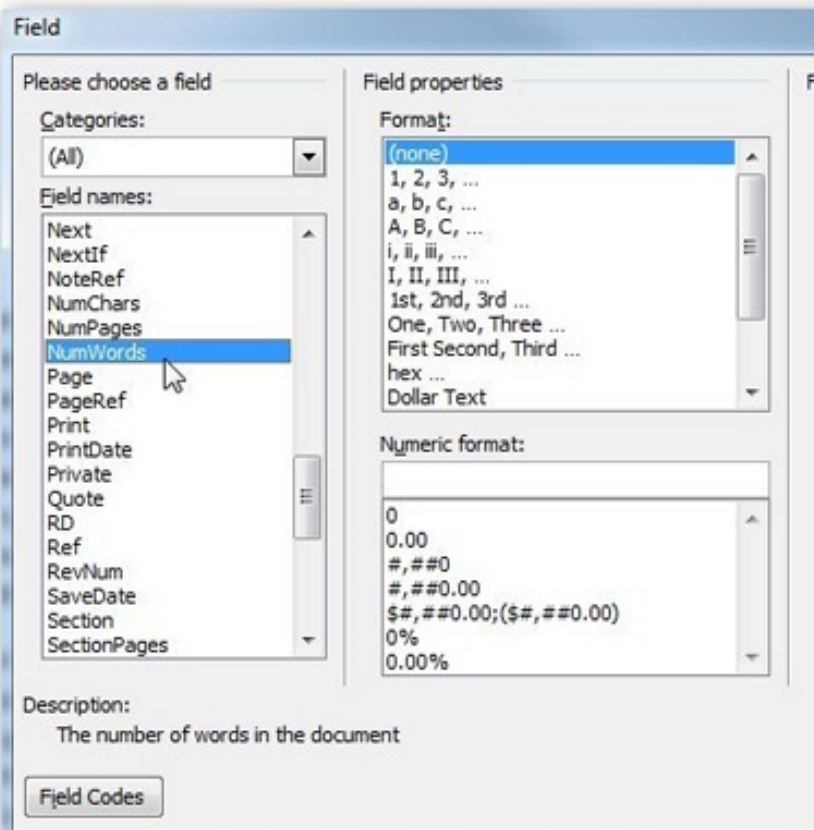
In the *Text* group, select **Quick Parts> Field** :



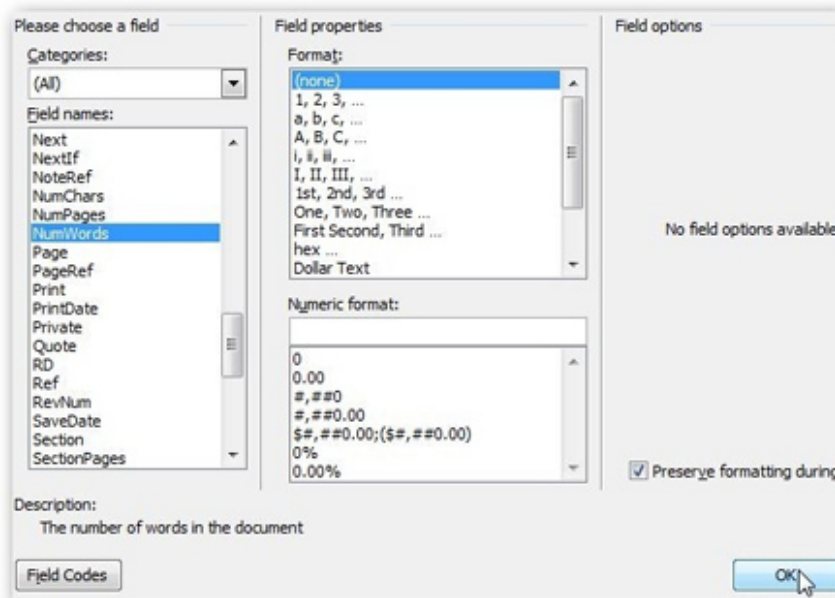
In the Field window, select the available fields to assign to the text. For example: *Table of Contents*, *Bibliography*, *Time & Date* . Let's start with simply counting letters, then you will learn more about the extra features yourself:



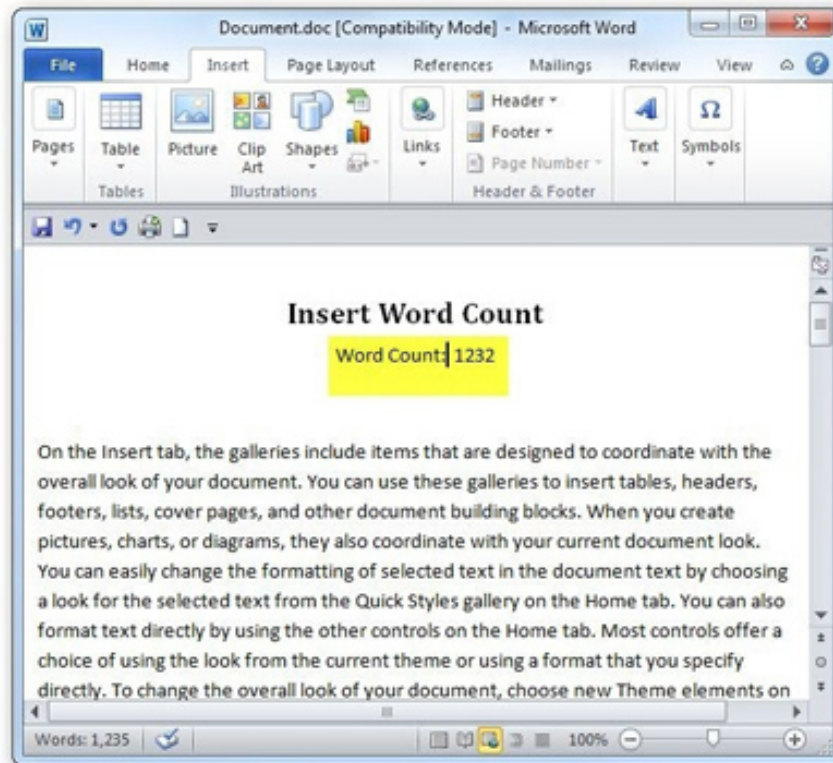
In the *Categories* section you choose **Numwords** to count words:



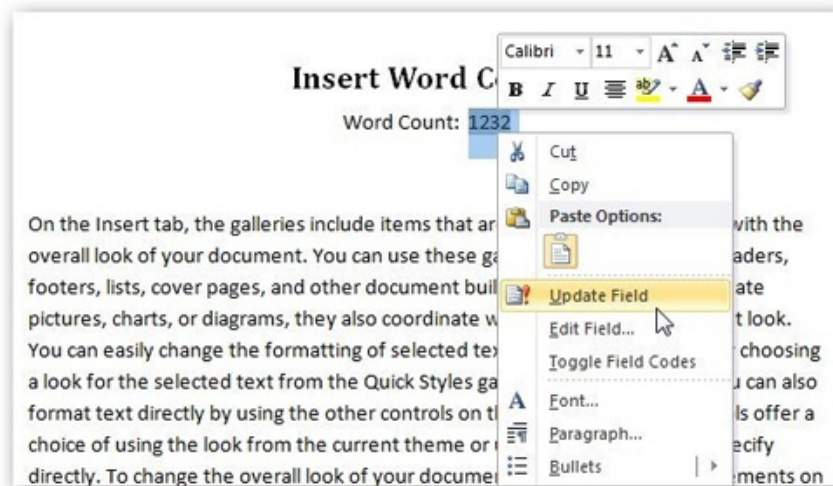
Next is to edit the related properties, formatting . here we leave the default format:



In this example we count a total of 1,232 words, the field can be placed anywhere in the text according to the user's wishes and the presentation:



If you want to update the number of characters to change, it's easy, just right-click on the word number and select **Update Field** :



This is the result after we add another piece of text, you can see that this count field automatically updates:

Insert Word Count

Word Count: 1835

I

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on

This is a pretty quick and useful way if you want to create a character counter in the text. In the following sections, we will continue to use Field Codes in Word 2010. Wish you success!

You finished reading the article "**Use Field Codes to create word counters in Word 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.