

LESSON 147

FINDING WORD DOCUMENT STATISTICS

Microsoft Word has more features and capabilities than most of us ever see. One feature I find very useful is the statistics Word collects about every document you work on.

To locate statistics about your Word documents, from within the document, click on File, then on Properties.

Select the Statistics tab. One interesting piece of information presented here is Total editing time, or how long the document has been open to date.

The statistics page also includes information about the number of:

- Pages
- Paragraphs
- Lines
- Words
- Characters
- Characters including spaces

The Custom tab offers a place to store information in your document that deals with:

- Checked by
- Client
- Date Completed
- Destination
- Disposition

You may not need all of these features for your own documents, but it's important for you to know what features are available should the need arise.

