

Microsoft Word

Module 41 - Comment and Word Count in MS Word

 CBSE

What is a Comment in MS Word?

A comment in MS Word is a note that you can add to a part of your document without changing the actual text. It's like writing a sticky note on a page, but in digital form. Comments are usually used to give feedback, ask questions, or suggest changes.

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You can add a comment by:

- Selecting the text, you want to comment on.
- Going to the “Review” tab.
- Clicking on “New Comment.”

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The comment will appear in the margin, linked to the text you selected. Others can see it and reply to it, which is very useful when working on a document with a team.

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Why we use Comments in MS Word?

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1) To Give Feedback

Comments are useful for giving suggestions or pointing out issues in the document without editing the main content.

 State Govt. Services

2) To Ask Questions

If you're unsure about something in the text, you can add a comment to ask a question for the author or editor.

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3) For Group Work or Team Projects

When multiple people are working on the same document, comments help team members communicate and collaborate easily.

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4) To Review Without Changing Content

Comments allow reviewers to share their thoughts without changing or deleting the original writing, keeping the author's work safe and untouched.

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Steps to Insert a Comment in MS Word:

Step 1: Open Your Document

Open the Word document where you want to add a comment.

Step 2: Select the Text

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Highlight or click on the word, sentence, or paragraph where you want to add the comment.

Step 3: Go to the "Review" Tab

At the top of the screen, click on the "Review" tab in the ribbon (toolbar).

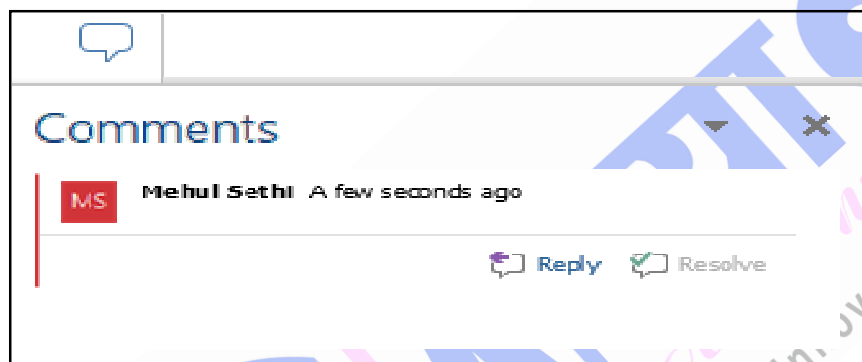


Step 4: Click "New Comment"



In the "Review" tab, click on "New Comment."

A comment box will appear on the right side (in the margin).



Step 5: Type Your Comment

Type your message or note in the comment box. It will be linked to the text you selected.

What is Word Count in MS Word?

Word Count in MS Word is a feature that shows the number of words, characters, paragraphs, and pages in your document. It's a helpful tool for writers, students, or anyone who needs to meet specific length requirements (e.g., word limits for essays, articles, or reports).

The Word Count tool provides detailed statistics about your document, not just the number of words, but also the number of characters with and without spaces, the number of paragraphs, lines, and even the number of pages, depending on your settings.

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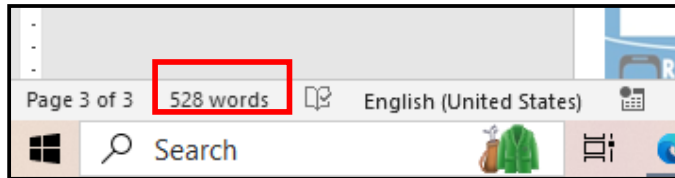
How to Use Word Count in MS Word?

You can check the word count in two ways:

Quick View in Status Bar

Look at the bottom-left corner of the screen. The number of words in the document will be displayed there.

If you want to include/exclude footnotes, endnotes, or textboxes, click on it for more options.

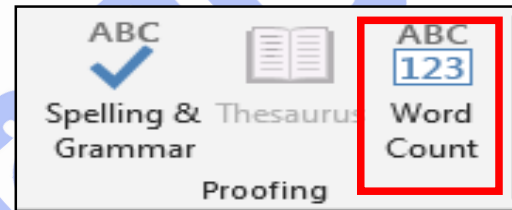


Using the Word Count Tool

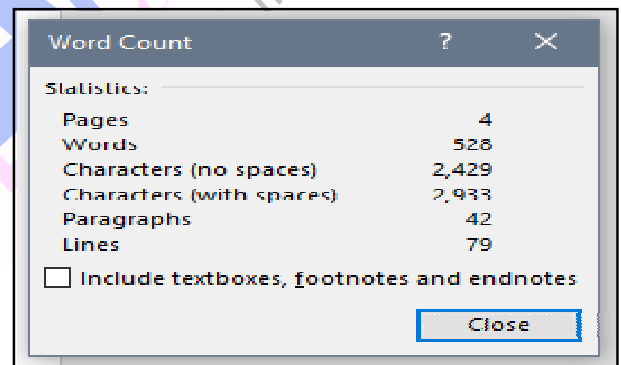
- Go to the "Review" tab.



- Click on "Word Count."



- A window will pop up showing detailed information like words, characters, paragraphs, etc.



- You can choose to include/exclude certain elements like textboxes or footnotes.

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Comment and Word Count in MS Word

Assignment

Write the given paragraph with the title **“My Visit to Himalayan Mountains”**. Add comments given below to the selected part.



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Last summer, I visited the Himalayan mountains with my family for a week-long vacation. We stayed in a cozy wooden cabin surrounded by tall pine trees and snow-capped peaks. Each morning, we woke up to the sound of birds chirping and the cool mountain breeze flowing through the windows. During the day, we hiked through dense forests, crossed crystal-clear streams, and discovered hidden waterfalls that looked like something out of a fairytale. I even tried rock climbing for the first time, which was both thrilling and terrifying.



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One of the most memorable experiences was spotting a group of wild deer near a quiet meadow at sunset. We sat there for a while, just watching them graze peacefully as the sky turned orange and pink. In the evenings, we gathered around a campfire, roasting marshmallows and listening to my grandfather tell stories from his childhood. One night, the sky was so clear that we could see countless stars and even caught a glimpse of the Milky Way. It made me feel so small, yet so connected to everything.



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This trip reminded me how important it is to disconnect from our busy lives and reconnect with nature. I left the mountains with a peaceful heart and a phone full of pictures, already dreaming of my next visit.



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You can now highlight specific parts and add these comments in Word:



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"I visited the Himalayan mountains with my family"

► Could you mention exactly where (which town or state) in the Himalayas?



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"crossed crystal-clear streams, and discovered hidden waterfalls"

► Try describing one specific waterfall or stream—what made it stand out?



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"I even tried rock climbing for the first time"

► Nice personal touch! Maybe describe what the experience felt like?



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"wild deer near a quiet meadow at sunset"

► Beautiful moment. Could you add how your family reacted to this?

"listening to my grandfather tell stories from his childhood"

► Can you include one of his stories briefly? That would make it more engaging.

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"the sky was so clear that we could see countless stars"

► Maybe mention any constellations you recognized or how it made you feel.

"disconnect from our busy lives and reconnect with nature"

► Strong message—perhaps expand on what you learned or plan to do differently now.

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