BIS Help Guides
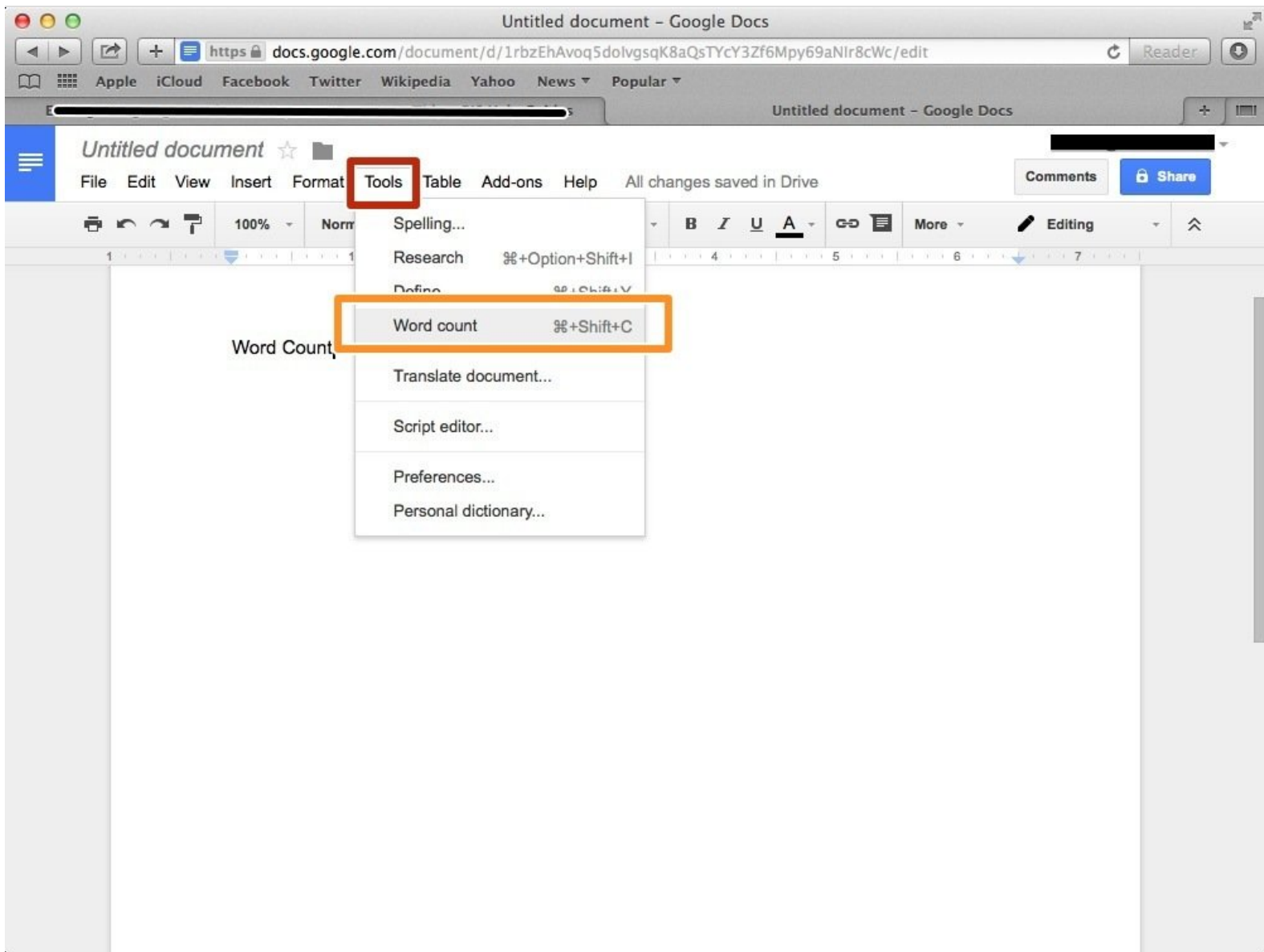
Using Tools Such As Word Count

Learn how to use tools such as word count.
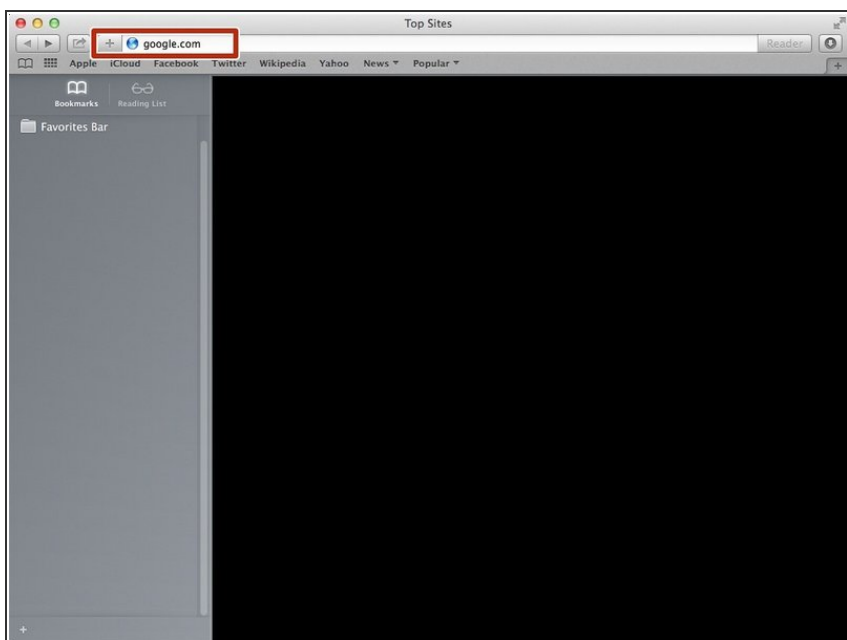
Written By: Aaron

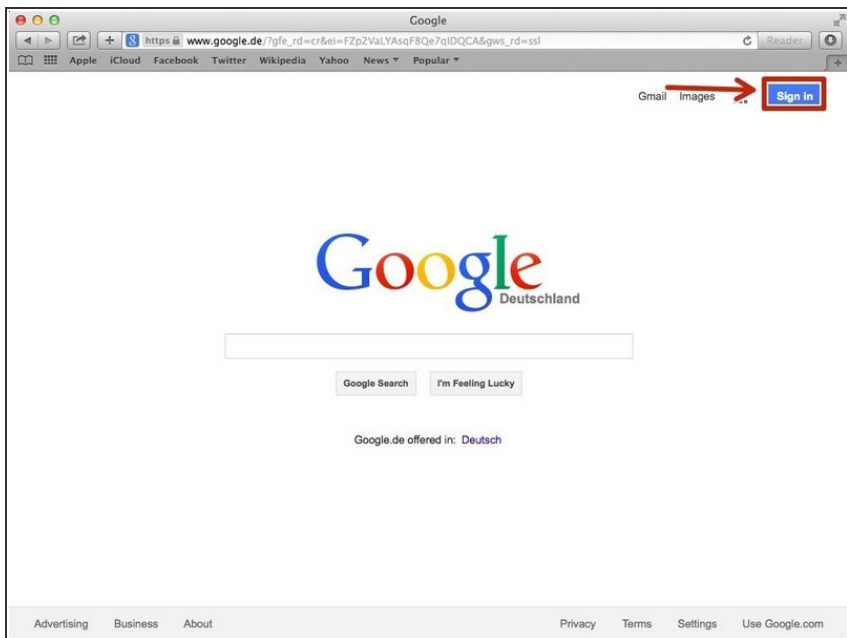This document was generated on 2022-01-01 07:20:17 PM (MST).

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INTRODUCTION

Learn how to use tools such as word count.

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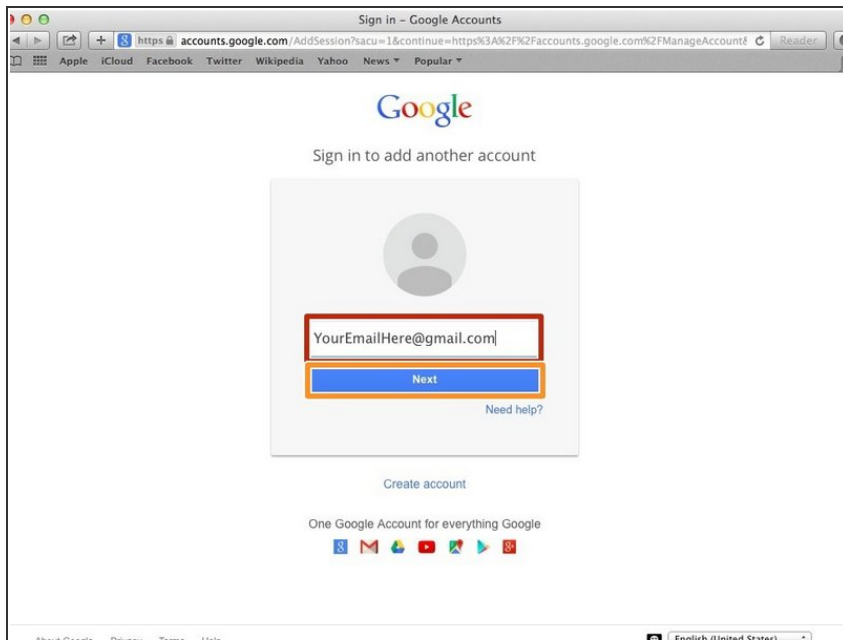## Step 1 — How To Access Google.com

- Type "google.com" in the address bar to go to the google website
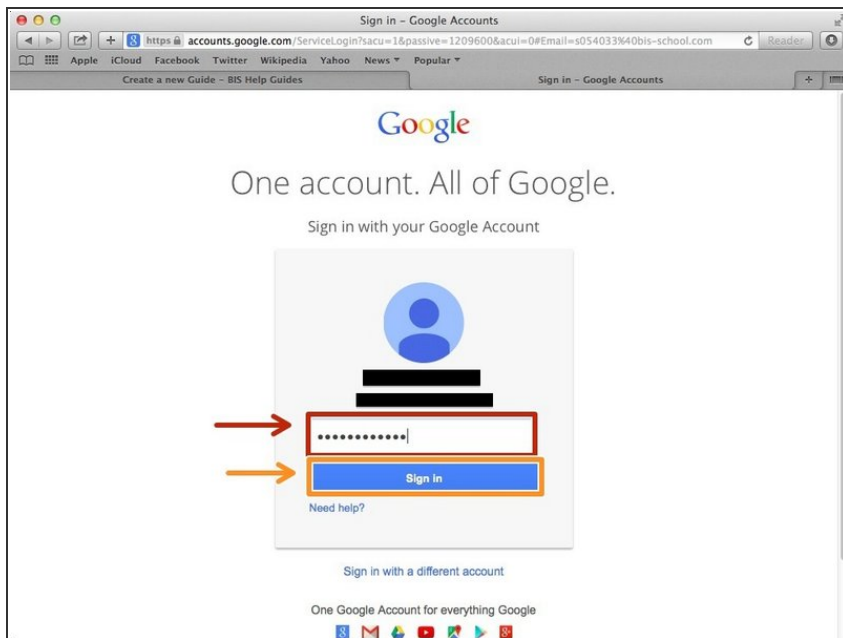
Step 2 — Finding The Sign In Button

- Click on the "Sign In"button to sign in to your google account

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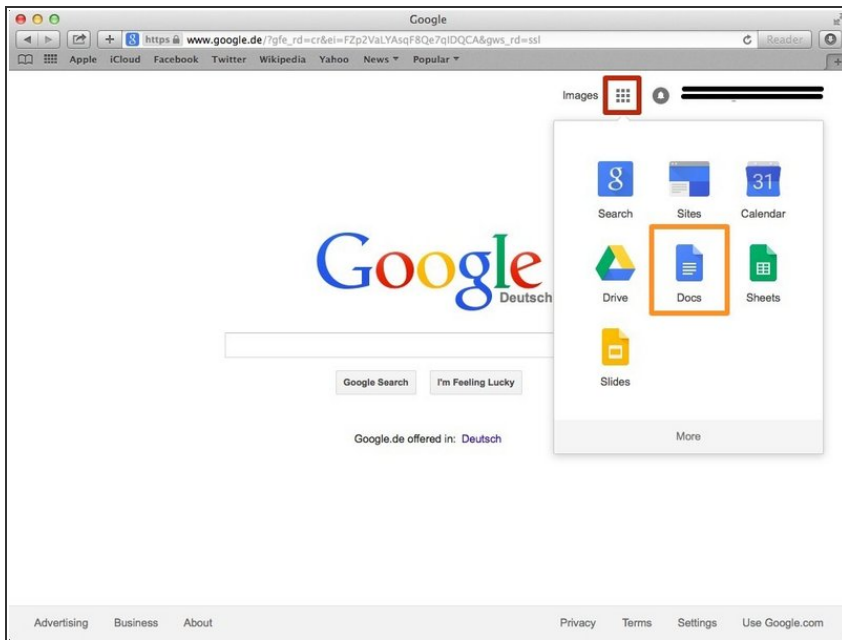
Step 3 — Entering In Your Email

- Type your email address into this box

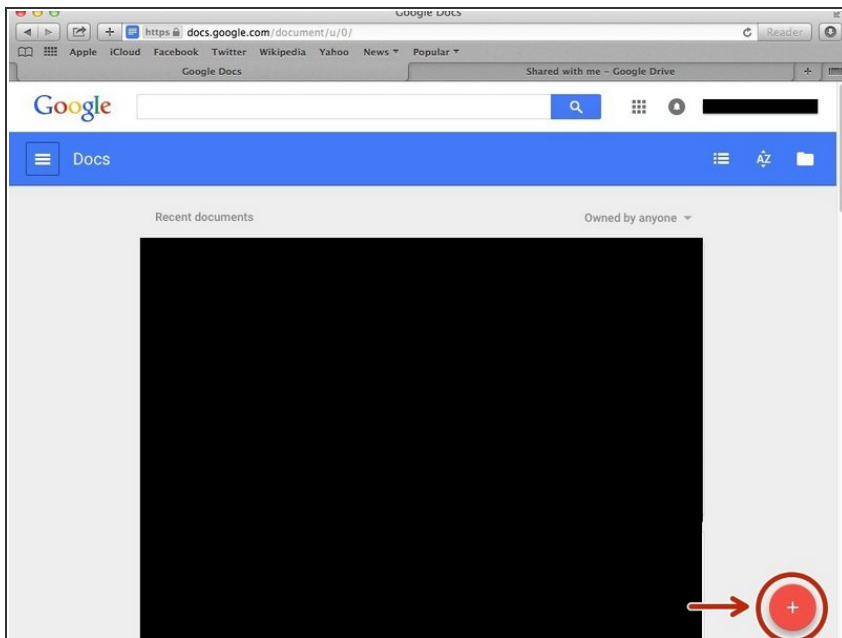- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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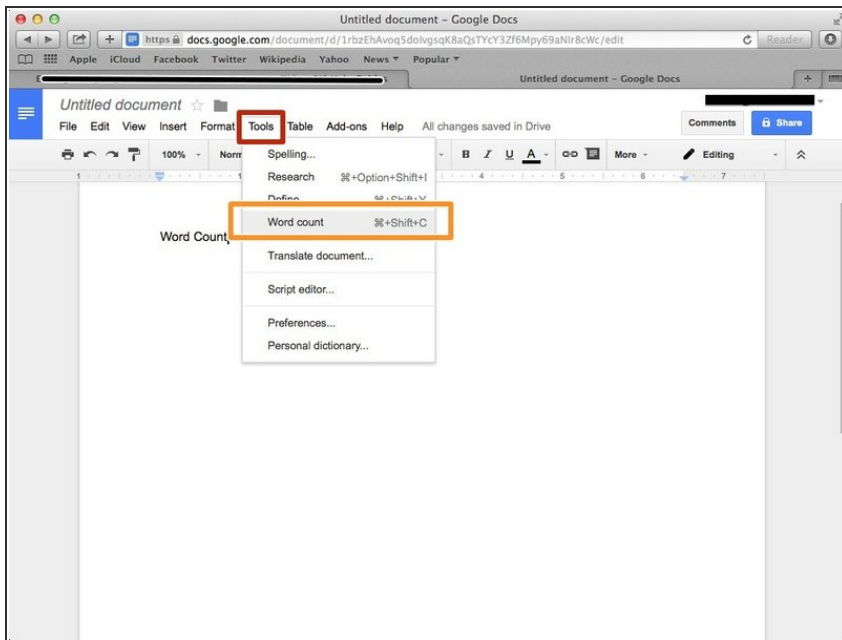
Step 5 — Opening Google Docs

- Click on this button to open a menu of options

- Click on the "Docs" Button

Step 6 — Creating New Google Docs
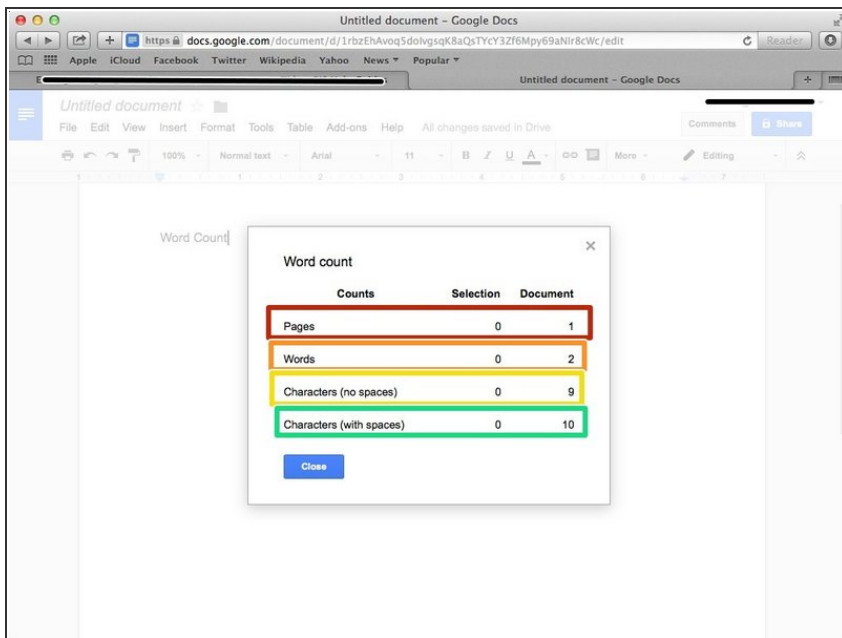

- Click on the red "+" button on the bottom right of the screen to make a new google doc

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Step 7 — Opening Word Count

- Click on "Tools" to open a menu of options

- Click on "Word Count"

Step 8 — Word Count

- This tells you how many pages are in the selected area or in the whole document

- This tells you how many words you have in the selected area or the whole document

- This tells you how many characters (not included spaces) you have in the selected area or whole document

- This tells you how many characters (including spaces) you have in the whole document

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