**Counting Items in a List**

Last week I was working with a document that actually contained a list of movies in my home video library. Each movie title was on a single line, but as far as Word was concerned, each was a single paragraph. (In other words, each movie title had a "hard return" at its end.)

I got to wondering how many movies I had in my library, so I used a tried-and-true simple way to finding out:

1. Select all the items. (In this case I selected all the movie titles.)
2. Display the Home tab of the ribbon.
3. Click the Numbering tool in the Paragraph group. Each item (movie) is numbered by Word.
4. Press the Right Arrow on the keyboard. Word displays the very end of the list where you can now see how many items are in the list.
5. Press **Ctrl+Z** to undo the numbering.

That's it—quick and easy and you can tell how many items are in whatever group of items you selected in step 1.