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Exercise: Sort a list

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

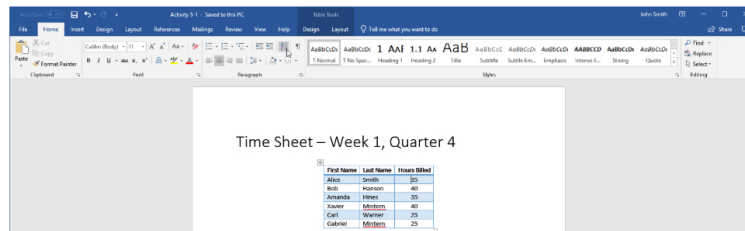
Let's get started!

In this exercise, you will sort a time sheet by several criteria.

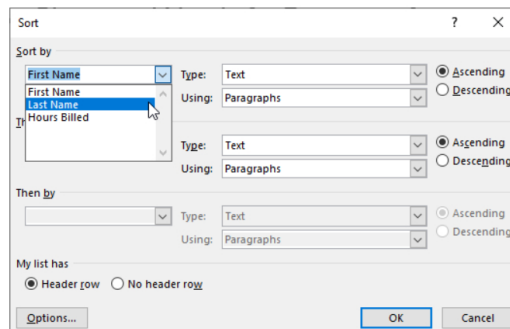
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Sort a list](#)

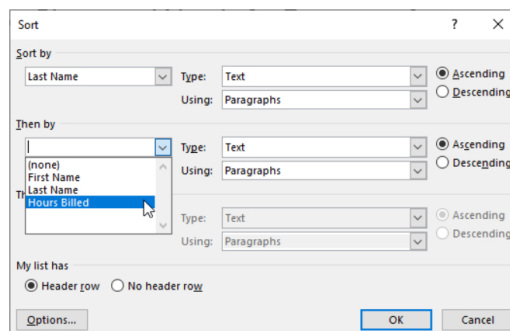
2. Click inside the table. Click Table layout → Sort:



3. We want to sort this table by last name and then by hours billed. For the “Sort by” field, click the drop-down arrow and click “Last Name:”



4. Word will automatically detect that this is a text field. As well, the ascending sort option is fine for our purposes. Next, click the first “Then by” field and click “Hours Billed:”



5. Word should automatically detect that this field contains numbers. (If not, select the Number option from the Type menu.) Ascending order is also fine for this sort:



Sort by: Last Name Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

Then by: **Hours Billed** Type: Number Using: Paragraphs ☒ Ascending ☐ Descending

Then by: Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

My list has ☒ Header row ☐ No header row

Options... OK Cancel

6. Click "OK:"

Sort

Sort by: Last Name Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

Then by: **Hours Billed** Type: Number Using: Paragraphs ☒ Ascending ☐ Descending

Then by: Type: Text Using: Paragraphs ☒ Ascending ☐ Descending

My list has ☒ Header row ☐ No header row

Options... OK Cancel

7. The data will now be sorted:

First Name	Last Name	Hours Billed
Bob	Hanson	40
Amanda	Hines	35
Gabriel	Mintern	25
Xavier	Mintern	40
Alice	Smith	35
Carl	Warner	25

8. Save your document as **Activity 5-1 Complete** and close Microsoft Word 365.

9. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Sort a list](#)

Mark as completed

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