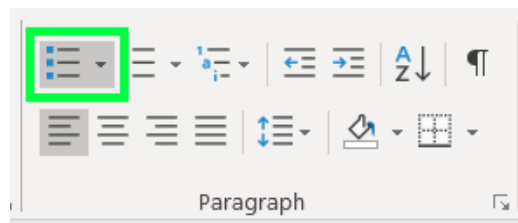

Alphabetizing in Microsoft Word

Alphabetizing a document by hand can be a headache. Cutting and pasting chunks of text over and over again wastes time and may increase your chance of deleting something by accident.

Fortunately, the Sort feature of Microsoft Word can do that work for you. After learning a few simple steps, you'll be able to alphabetize any amount of text in seconds.

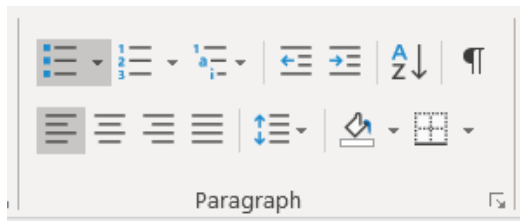
Setting up the List

In order to alphabetize, Word needs your text to be in a list format. To create a list, press the Return key after each piece of text you want to alphabetize. Next, select all of your text and click the **Bullets** icon on the Home tab; this formats your text as an unordered list.

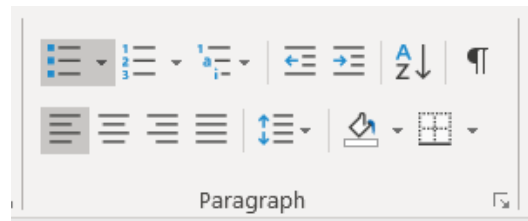


- Wilson
- ,Zinn
- Carter
- Moore
- Bell
- Allen
- Taylor
- Young
- Davis

Be sure to check the beginning of each item in the list and remove any unneeded bits of text (e.g., numbers, punctuation marks). Such fragments could cause a piece of text to be sorted incorrectly. In the example below, the comma at the beginning of “,Zinn” would cause that word to be moved to the top of the list during alphabetization—clearly not where it belongs!



- Wilson
- ,Zinn
- Carter
- Moore
- Bell
- Allen
- Taylor
- Young
- Davis

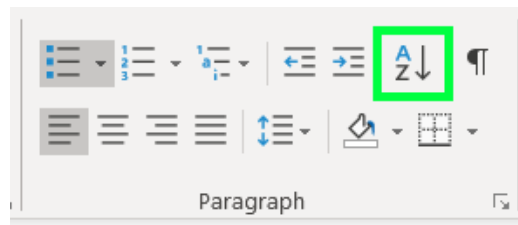


- Wilson
- Zinn
- Carter
- Moore
- Bell
- Allen
- Taylor
- Young
- Davis

Now your text is ready to be alphabetized.

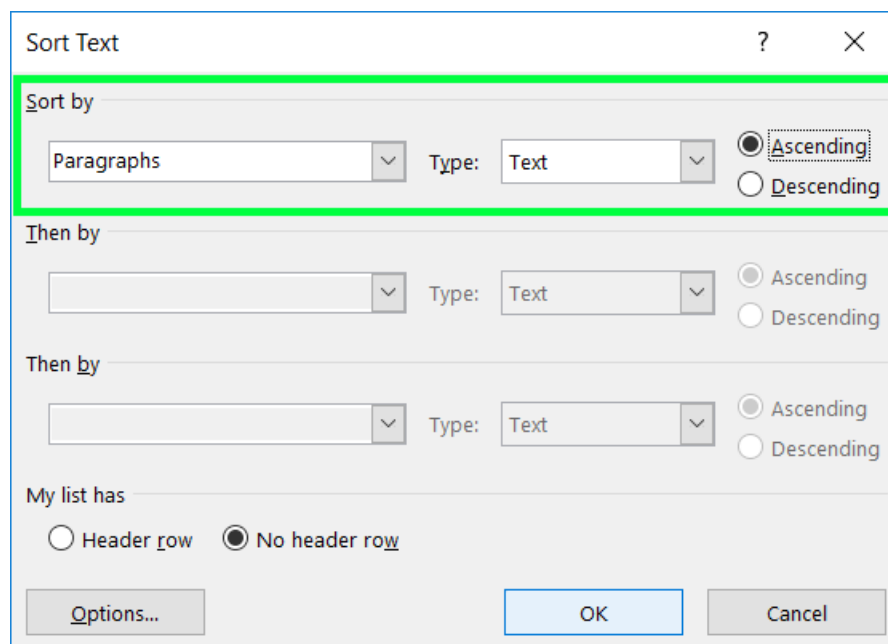
Sorting the List

With your text still selected, click the **Sort** icon on the Home tab.

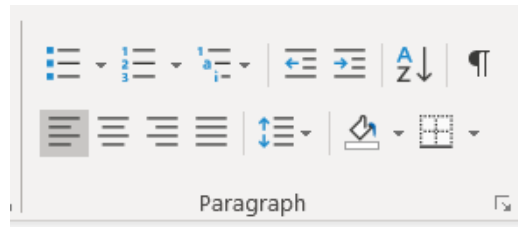


- Wilson
- Zinn
- Carter
- Moore
- Bell
- Allen
- Taylor
- Young
- Davis

A new window will pop up. There are several options (e.g., sorting by number or date); to alphabetize something you'll need to sort by text. Under **Sort by**, select Paragraphs; for Type, select Text and choose Ascending (A to Z) or Descending (Z to A).



Click OK to save your selections and close the popup window. The text will now be sorted in alphabetical order.



- Allen
- Bell
- Carter
- Davis
- Moore
- Taylor
- Wilson
- Young
- Zinn

If you'd like to remove the list formatting, select your text and click the Bullets icon again. Continue working with your text as needed—and find something fun to do with the time you've saved!