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WHAT's New?



Alphabetize Lists/Items in a Document Automatically

Tired of cutting and pasting each individual entry in your lists and repeating the alphabet in your head over and over as you place the entries in alphabetical order when you need to?

There is an easier way to do this. You can use a straightforward sorting feature (for items/lists/paragraph that are not in table) to let Word do the alphabetizing for you.

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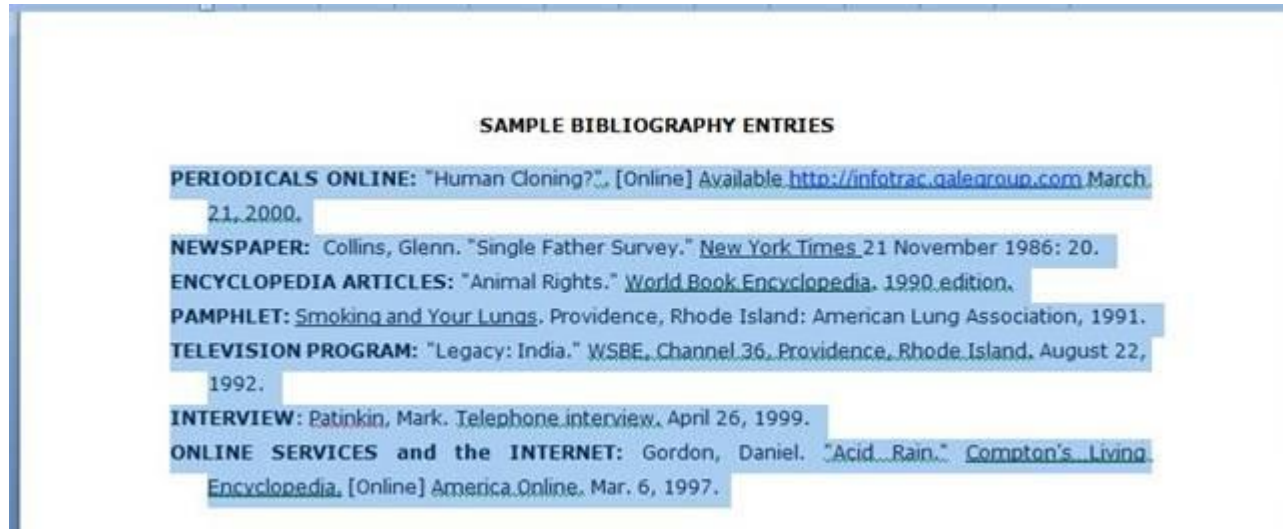
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How to Sort/Alphabetize List/Items/Paragraphs


1. Select all the lists/items/paragraphs you want to alphabetize.

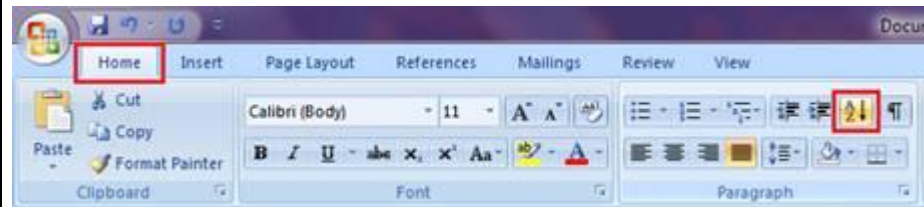


MS Word 2003

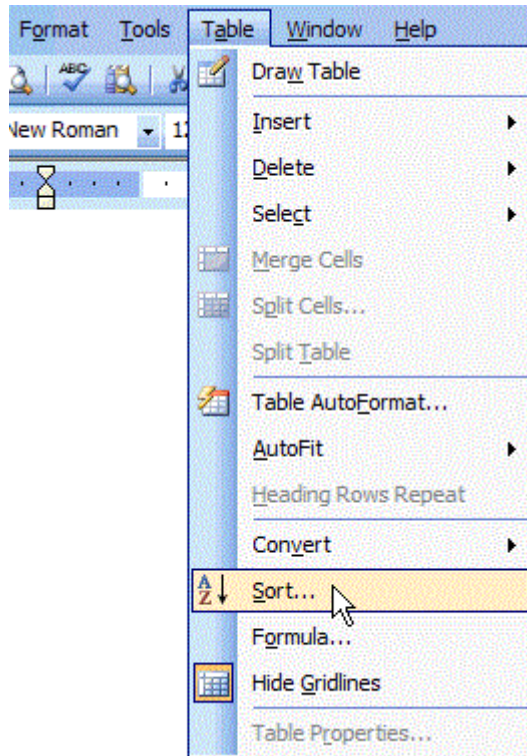
2. On the Menu bar, select **T**able then choose **S**ort...
Sort Text dialog box will pop-up.

MS Word 2007

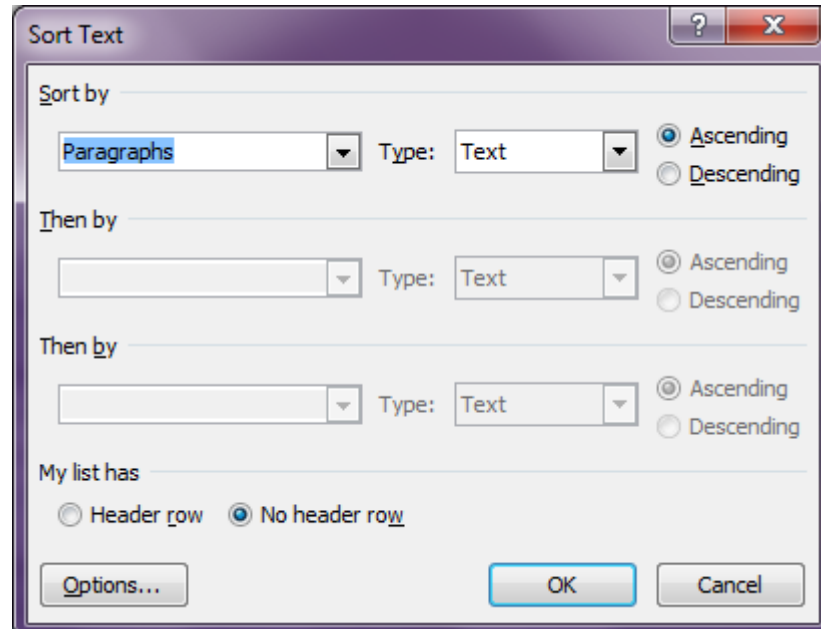
2. In the **H**ome tab, in the **P**aragraph group, click on the Sort icon 
Sort Text dialog box will pop-up.



3. In the Sort Text dialog box, by default, Word displays 'Paragraph' as selection and 'Text' as **T**ype in the **S**ort by **S**ection. Choose if **A**scending or **D**escending order.



Click OK.



3. In the **Sort Text** dialog box, by default, Word displays 'Paragraph' as selection and 'Text' as **Type** in the **Sort by Section**. Choose if **Ascending** or **Descending** order. Click OK.



4. Notice that the lists/items/paragraphs in your document are sorted based on the order you selected.

