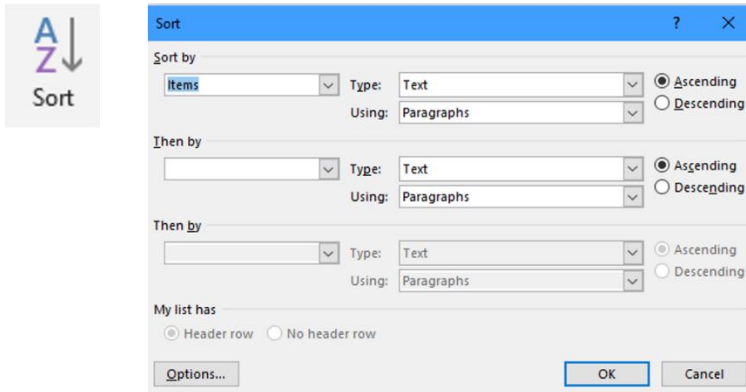


Application: Word – Sorting in a Table

Thanks to Teresa J. Santore and Suzi Crabb (Withers Worldwide)

Use the Sort feature in Tables to sort information alphabetically, numerically or by date.

1. Click in the Table that you want to sort.
2. Select the Table Layout tab > Sort. (You can also select the Sort button on the Home tab). The Sort Dialog Box will be displayed.



3. Select whether your table has a header row.
4. Select the "Sort By" drop down and select the field you want to sort by (by the name if there is a header row or column number if you don't).
5. Select Sort Type. You can choose from Text, Number or Date.
6. Select to sort Ascending (A-Z, Lowest to Highest, or First Date to Last Date) or Descending (Z-A, Highest to Lowest or Last Date to First Date).
7. Click on OK.

NOTES

- Various date formats can be used e.g. 9 Feb, 9 February. The year can be 2 or 4 digits.
- You can only Sort by paragraphs.
- You can sort up to 3 different priorities. For example, in a staff list you could sort the Department field first and then sort everyone in a Department into alphabetical order.
- If you want to make the sort Case Sensitive click on the Options Button and turn on the Case Sensitive Option.
- If the top row of your table is formatted differently from the rest of the table the "My List has" option will be set to the Header Row option automatically.

