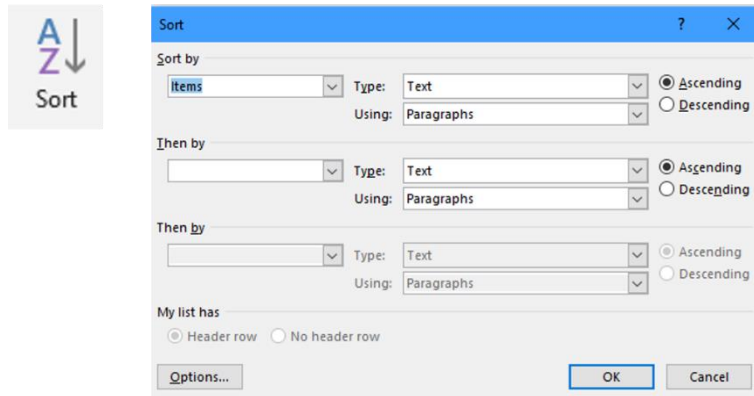


Application: Word - Sort in Tables

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 **Table Tool > Layout tab > Sort**.

Tip: You may 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 may 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 check the **Case sensitive** option.

Tip: 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.

