

# How to Sort Words Alphabetically in MS Word 07

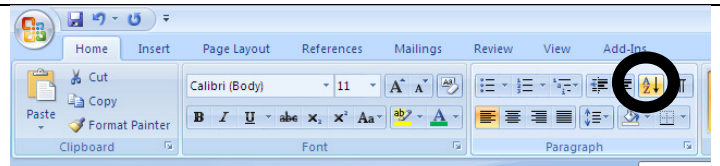
**Open** a Word document.  
**Type** your list of words.  
Hit **Enter** after each word.

Kiwi  
Watermelon  
Strawberry  
Banana  
Apple  
Lemon  
Artichoke

**Select** all your words

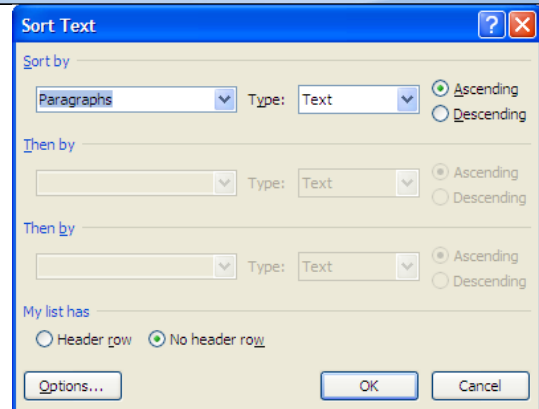
Kiwi  
Watermelon  
Strawberry  
Banana  
Apple  
Lemon  
Artichoke

On the **Home Ribbon**, click on the **Sort** icon



Check that this window says:  
Sort by **Paragraph**  
Type: **Text**  
**Ascending**  
**No header row**

Click **OK**



Voila!

Apple  
Artichoke  
Banana  
Kiwi  
Lemon  
Strawberry  
Watermelon