**How to Sort Words Alphabetically in MS Word 07** 

	Kiwi
	Watermelon
Open a Word document.	Strawberry
Type your list of words.	Banana
Hit <b>Enter</b> after each word.	Apple
	Lemon
	Artichoke
	Kiwi
Select all your words	Watermelon
	Strawberry
	Banana
	Apple
	Lemon Artichoke
	A CHOICE
On the <b>Home Ribbon</b> , click on the <b>Sort</b>	Home Insert Page Layout References Mailings Review View Add-Ins.
icon	从 Cut Calibri (Body) 11 → A* A* ② 註 * 注 ▼ 数 T
₽	Paste of Format Painter  Clipboard Format Painter  Clipboard Font Font Font Font Font Font Font Font
	Sort Text
Check that this window says:	Sort by  Paragraphs  ▼ Type: Text  ▼ ≜scending
Sort by Paragraph	
Type: <b>Text Ascending</b>	Type: Text Ascending  Descending
No header row	Then by
	Type: Text Descending  My list has
Click <b>OK</b>	○ Header row    No header row
	Qptions OK Cancel
	Apple
Voila!	Artichoke
	Banana
	Kiwi
	Lemon
	Others with a series
	Strawberry