

# How to Sort Words Alphabetically in MS Word 2003

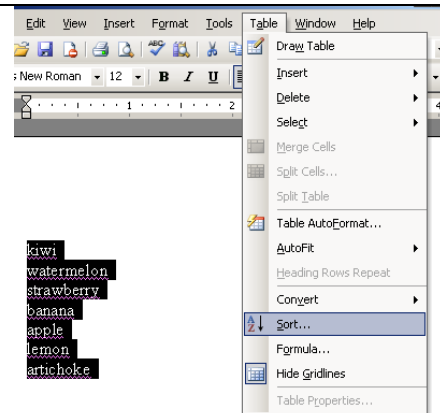
**Open** a Word document.  
**Type** your list of words.  
Hit **Enter** after each word.

kiwi  
watermelon  
strawberry  
banana  
apple  
lemon  
artichoke  
|

**Select** all your words

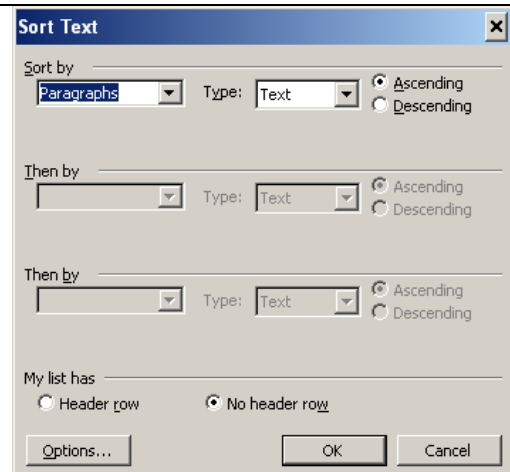
kiwi  
watermelon  
strawberry  
banana  
apple  
lemon  
artichoke

Click on **Table**  
Click on **Sort**



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

Click **OK**



Voila!

apple  
artichoke  
banana  
kiwi  
lemon  
strawberry  
watermelon