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	Edit View Insert Fgrmat Iools Shew Roman 12 B U
Check that this window says: Sort by Paragraph Type: Text Ascending No header row Click OK	Sort Text Sort by Paragraphs Type: Text Ascending Descending Then by Type: Text C Ascending Descending Then by Type: Text C Ascending Descending Then by Type: Text C Ascending Descending My list has C Header row Options OK Cancel
Voila!	apple artichoke banana kiwi lemon strawberry watermelon