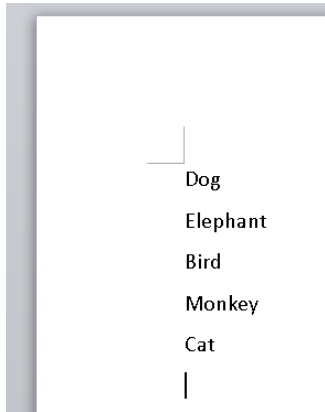


Sorting text

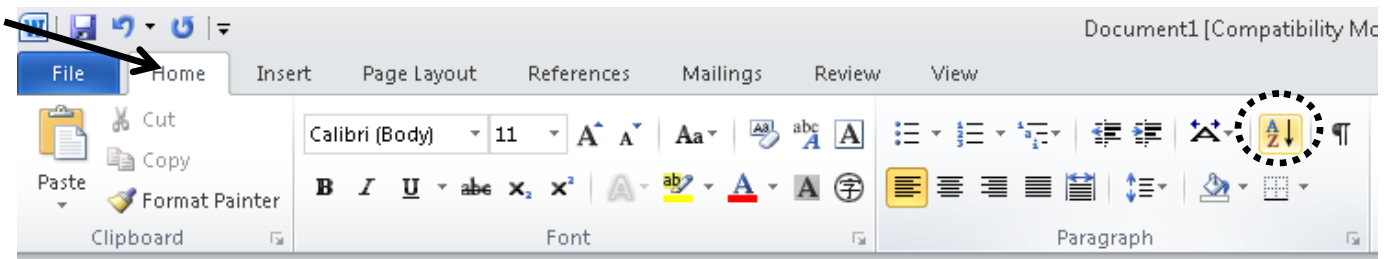
Microsoft Word

MS Word can do very BASIC sorting. For advanced sorting, you should use MS Excel.

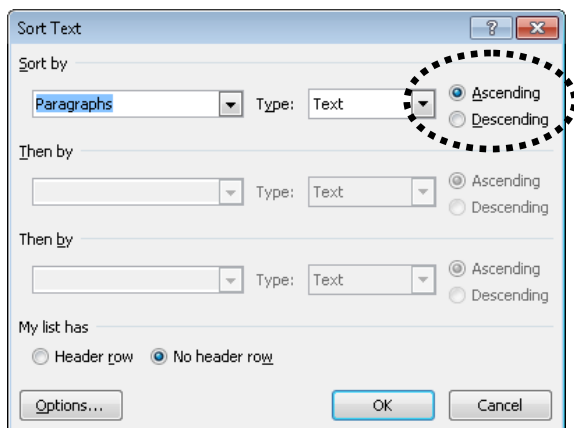
1. Highlight text or list that you wish to sort



2. Home > Sort



3. Select **Ascending / Descending** > Click **OK**



4. Sorted.

