

Sorting Lists

Table Using MSWORD

(MSWORKS can do the same thing)

1. Bring up the MSWord program.
2. Click the white page icon on it's menu bar to bring up a new document sheet.
3. Click Table...Insert...Table
4. Tell it how many columns you want. This depends upon how many bits of info you want to put in...Last Name, First Name, Address, Phone number, email address,etc.(5 columns)
5. Tell it how many rows you want. This depends upon how many folks you have on your list...5 or 500.
6. Type in the info, then to alphabetize, just press CTRL A to select ALL,
7. Click Table...Sort and select Ascending order or Descending sort order and it will sort it for you.

Alphabetize a List using MSWORD

MSWORD 2000

Example: The groups list from your AOL address book's Additional Contacts box, each name being separated by a comma.

1. Copy and paste the group of names to a MSWORD document sheet.
 2. Click CTRL+A to select all the names.
 3. Press the TABLE button on the top Menu. Select CONVERT TEXT TO TABLE.
 4. In the box that pops up, select COMMA, click AutoFormat and select NONE. OK. Change the # of columns to 1. Click OK. All the names now will appear in a single column.
 5. Click TABLE again and select SORT ...Ascending/descending order. OK.
 6. Click TABLE again and select CONVERT TABLE TO TEXT. Select Separator COMMA. OK (table disappears)
 7. Click EDIT... REPLACE. A Find and Replace screen will appear. Click the REPLACE tab.
 8. Put cursor in the FIND WHAT box.
 9. Click on the SPECIAL button and from the dropdown menu select PARAGRAPH MARK. The symbol(^P) will appear in the FIND WHAT box.
 10. In the REPLACE box, type in a comma and a space(,).
 11. Click the LESS button if necessary to make it a MORE button (it toggles between More and Less).
 12. Click on REPLACE ALL.
- The list should now appear in paragraph text format with a comma separating each name and a space between them.

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