SORT A DATABASE IN ALPHABETIC ORDER

Suggestion: Before you do this sort, bring the database you wish to sort up on the screen. Click FILE and SAVE AS and give it a different name such as SORT TEST and click SAVE. You have now a duplicate of the original database that you can play with to your hearts content or until you get it the way you want it without touching the original. I always do this with important documents. Once it works the way I want it to, then I can save it either with the original name and add a 2 or I can bring up the original and make the changes on it.

1. Highlight all the columns and rows. You can do this easily by pressing CTRL + A. You must select all of the rows and columns not just the name column so that when you do sort it will keep the info in all of the columns with the name to whom that info belongs.
2. Click Tools…SORT
3. Select Sort ALL information.
4. Ascending order (there will be a box with SORT BY COLUMN A. Since that's the name column, that's what you want.
5. Click SORT.
If it didn't sort as you wanted, press the UNDO button now under EDIT or the left curved ARROW on the menu bar at top to undo.

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