

Using the Sort Feature

Sorting tables is a feature designed for organizing lists that are contained within a table (e.g., experiment sites, number grades, and bibliographies). You can sort a table by up to three columns, in either ascending or descending order. For example, you can sort a table of committee members initially by last name and then, within that sort, by first name. You can also sort numbers or dates. In addition, the *Sort* feature can be used for paragraph text outside of tables. This can be useful in creating bibliographies, glossaries, and other types of lists.

Sorting a Table

Sorting elements of your table is useful for organizing your data, whether that data consists of text, numbers, or dates. You can also perform subsequent sorts on the data, initially sorting by one criterion and then sorting by a second criterion within that sort.

1. Select the table or column(s) to be sorted



2. From the *Layout* tab, in the *Data* group, click **SORT** Sort


NOTE: The *Layout* tab appears only when your document contains a table and the table is selected.

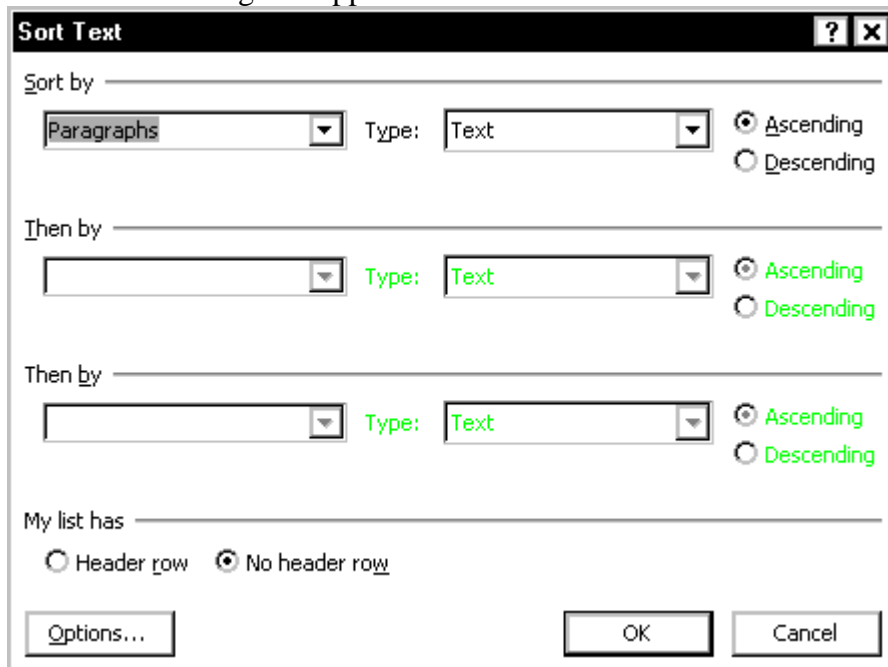
The *Sort* dialog box appears.

3. From the *Sort by* pull-down list, select the first column by which to sort
HINT: If your table contains a row with headings that should be excluded from the sort, in the *my list has* section, select **Header row**.
4. From the *Type* pull-down list, select **Text**, **Number**, or **Date**
5. Select **Ascending** or **Descending** order
6. OPTIONAL: To sort additional columns, from the *Then by* pull-down lists, select the desired sorting criteria
7. OPTIONAL: To make the sort case-sensitive,
 - a. Click **OPTIONS...**
The *Sort Options* dialog box appears.
 - b. Under *Sort options*, select **Case sensitive**
 - c. Click **OK**
8. Click **OK**

Sorting a List

The *Sort* feature and various sorting options can also be used non-tabled text. This feature can be particularly helpful for sorting bibliographies, glossary entries, indexing, lists of names, and so on.

1. Select the list to be sorted
2. From the *Home* tab, in the *Paragraph* group, click **SORT** 
the *Sort Text* dialog box appears.



The screenshot shows the 'Sort Text' dialog box with the following settings:

- Sort by:** Paragraphs
- Type:** Text
- Order:** Ascending (selected)
- Then by:** (empty)
- Type:** Text
- Order:** Ascending (selected)
- Then by:** (empty)
- Type:** Text
- Order:** Ascending (selected)
- My list has:** No header row (selected)

3. From the *Sort by* pull-down list, select whether your text should be sorted according to paragraphs or fields
4. From the *Type* pull-down list, select **Text**, **Number**, or **Date**
5. Select **Ascending** or **Descending** order

6. OPTIONAL: To sort additional fields, from the *Then by* pull-down lists, select the desired sorting criteria
7. OPTIONAL: To make the sort case-sensitive,
 - a. Click **OPTIONS...**
The *Sort Options* dialog box appears.
 - b. Under *Sort options*, select ***Case sensitive***
 - c. Click **OK**
8. Click **OK**

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