Sort data alphabetically

Let Word sort a text list for you, either from A to Z or Z to A.

1. Select the text in a one-level bulleted or numbered list.
2. On the **Home** tab, click **Sort**. (In Outlook: On the **Format Text** tab, click **Sort**.)



1. In the **Sort Text** box, set **Sort by** to **Paragraphs** and **Text**.
2. Click either **Ascending** (A to Z) or **Descending** (Z to A).
3. Click **OK**.