TENNESSEE STATE UNIVERSITY

COMPUTER TIPS AND TRICKS

Productivity Tip

Did you ever wonder how you can sort a table within your Microsoft Word document?

Sort the contents of a table

1. In Print Layout view, move the pointer over the table until the table move handle appears.
2. Click the table move handle to select the table that you want to sort.
3. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Sort**.
4. In the **Sort** dialog box, select the options that you want.

Sort a single column in a table

1. Select the column that you want to sort.

2. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Sort**.

3. Under **My list has**, click **Header row** or **No header row**.

4. Click **Options**.

5. Under **Sort options**, select the **Sort column only** check box.

6. Click **OK**.