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.