

Word 2008

for Macintosh OS X

Sort Feature



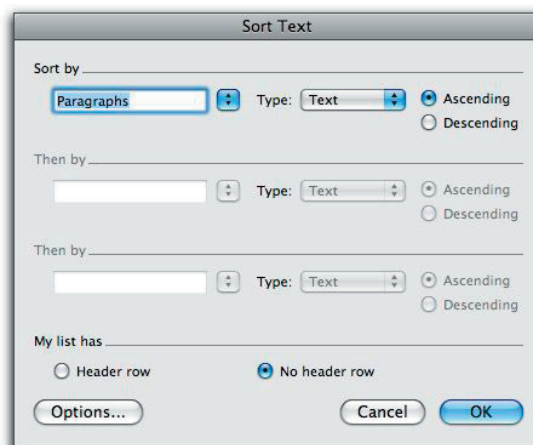
With Word's Sort feature you can sort paragraphs of text, tables or perform complex sorts on lists and records created with the Mail Merge feature. The document to sort can be on your screen or in a file on disk. You should always save your document before sorting.

Sorting Text and Tables

Suppose you entered information into a document, and realized it would be more beneficial to present the information alphabetically, or numerically. Word's Sort feature will move the information in your document so it is arranged in the desired fashion.

- Select text that is either numbers or words spaced by hard returns (pressing the <return> key in between)
- Choose Table> Sort

The Sort dialog box appears.



- Under “Sort by,” choose Paragraphs
- Choose the type in the “Type” menu box

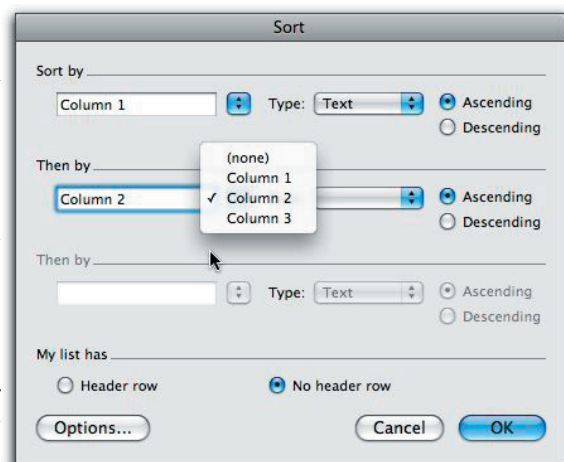
Your choices are Text, Number, or Date. You can also choose Ascending or Descending.

- Click the **OK** button

To sort tables, simply open or create a table document with information in it.

- Select the information you want to sort
- Choose Table> Sort
- Use “Sort by” to select the primary column by which you want to sort the data
- Use “Then by” for “tie-breakers”

Word will look for duplicate entries in the column used for sorting and will then use “Then by” to sort on a secondary column.



- Choose either Ascending or Descending order
- Click the **OK** button

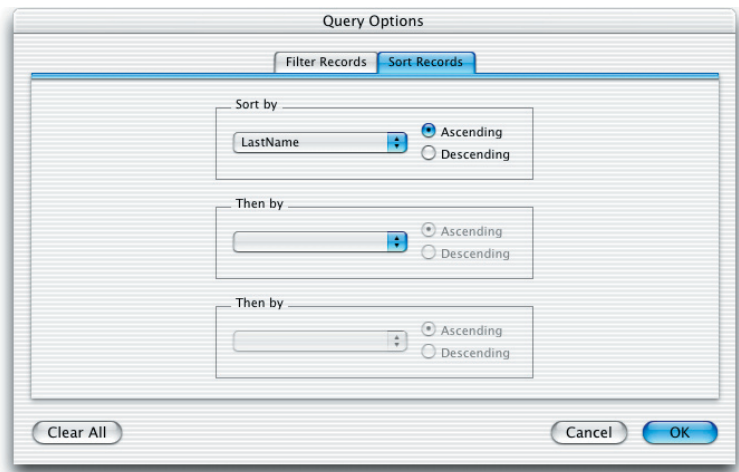
Sorting Records While Merging

Sorting records may be necessary if you wish to produce your merged documents in a specific order. For example, to alphabetize a list of names, or to sort by ZIP Code if you were doing a bulk mailing.

Note: This section assumes you have completed the exercises in the Merge document. You will need a Data Source file in order to sort while merging.

- Open your template document (main document)
- Make sure you have the correct data source file (use the **Get Data** button in the Data Merge Manager)
- Click the **Query Options...** button in the Merge Section

The Query Options dialog box appears.



- Click on the **Sort Records** tab
- Open the “Sort by” list box by clicking on the down arrow to the right of the box
- Select the merge field for sorting
- Choose either Ascending or Descending

It is possible to set a “tie-breaker” sort field. Word uses the “tie-breaker” sort field if it finds two or more records that meet the first criteria you specify. For example, you might sort letters first by ZIP Code, then alphabetically by last name.

- Select a second merge field for sorting in the “Then by” list box
- Choose either Ascending or Descending
- Repeat for the other “Then by” list box, if a third level of sorting is needed
- Click the **OK** button

Now when you click the **Merge To New Document** button, the separate documents will be sorted by the criteria that you just specified.

