

# Sort a List



# Sort Types

Three types of data are recognized for sorting purposes, and they can be sorted in ascending or descending order.

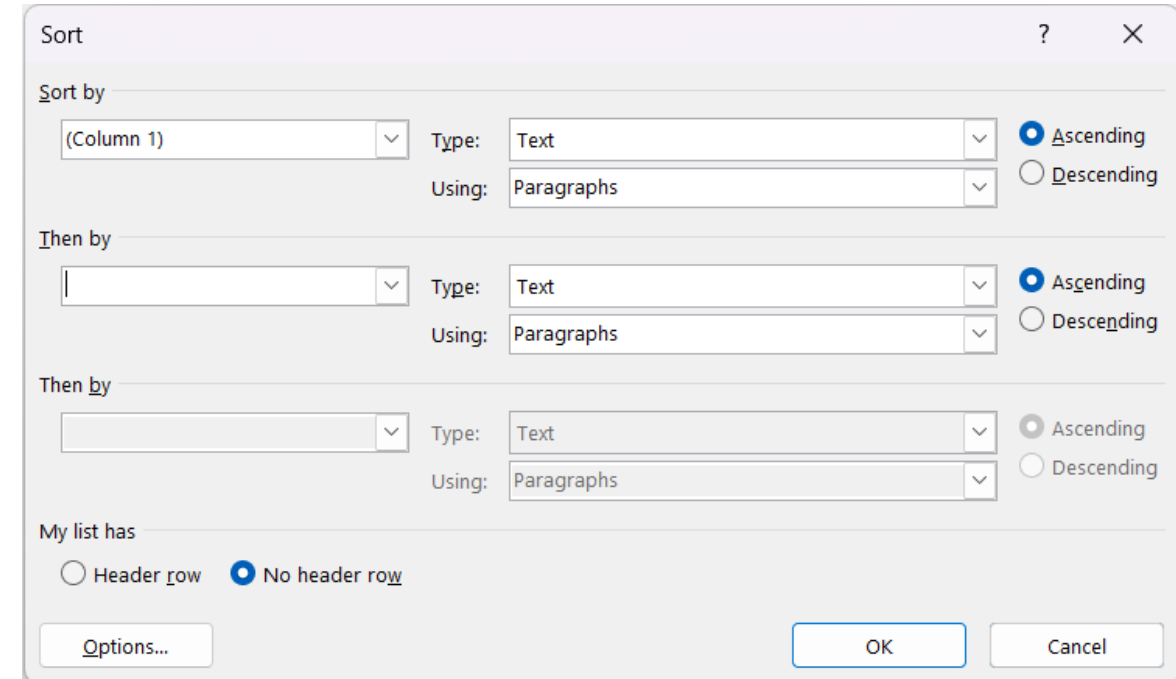
Sort Type	Sort Rule
Text	Organizes list items that begin with punctuation marks first, then by items beginning with numbers, and then by individual digits (for instance, 36 will sort before 4). Finally, items beginning with letters are sorted alphabetically. <b>Ascending</b> sorts text from A to Z, whereas <b>Descending</b> sorts text from Z to A.
Number	Arranges list items by numbers present anywhere in the item. It sorts by numeric value (for instance, 4 will sort before 36). <b>Ascending</b> sorts numbers from the lowest to the highest; <b>Descending</b> sorts from highest to lowest.
Date	Sorts list items by both time and date in chronological order. <b>Ascending</b> sorts from earliest to most recent; <b>Descending</b> sorts from most recent to earliest.

# Sort Fields

A **sort field** is a list item used as a criterion for sorting. Sort fields allow **multi-level sorting** in Word—for example, sorting a contact list first by **State**, then by **City**.

## How to Access the Sort Dialog Box

1. For Tables:
  1. Click inside the table.
  2. Go to **Table Tools** → **Layout** tab.
  3. Click **Sort** in the **Data** group.
2. For Lists or Paragraphs:
  1. Select the list or paragraph text.
  2. Go to the **Home** tab.
  3. Click the **Sort** button (A→Z icon) in the **Paragraph** group.



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

- Sort by:** (Column 1) (dropdown), Type: Text (dropdown), Using: Paragraphs (dropdown),  Ascending,  Descending
- Then by:** (dropdown), Type: Text (dropdown), Using: Paragraphs (dropdown),  Ascending,  Descending
- Then by:** (dropdown), Type: Text (dropdown), Using: Paragraphs (dropdown),  Ascending,  Descending
- My list has:**  Header row,  No header row
- Buttons: Options..., OK, Cancel

# Field Separators

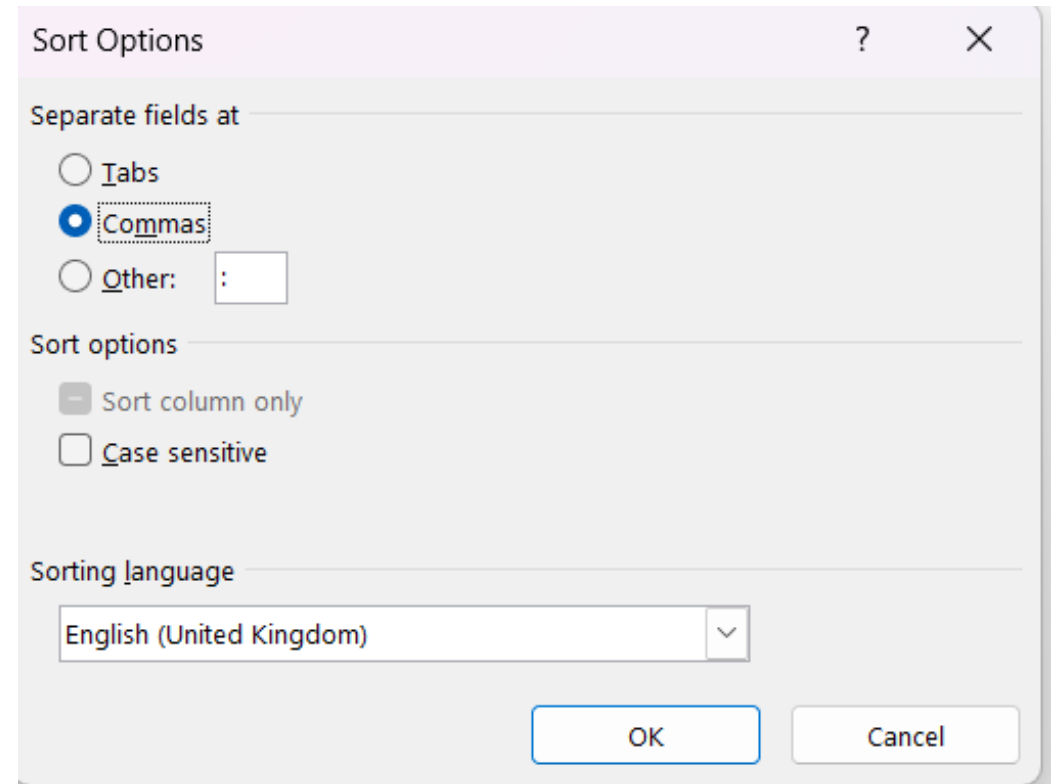
Multiple sort fields in a list item are separated by a standard character called the sort field separator. In Word, tabs, commas, or any character you specify can be used as the sort field separator.

## How to Access the Sort Dialog Box (Path)

1. **Select the list or table** you want to sort.
2. Go to the **Home tab** → **Paragraph group** → **Sort (A→Z icon)**, or, if it's a table:

**Table Tools** → **Layout tab** → **Sort**.

1. In the **Sort dialog box**, click **Options....**
2. Under **Sort Options**, choose the **Sort field separator** (Tab, Comma, or custom character).
3. Apply sorting by selecting **Sort by** and **Then by** fields.



# Headings

If you select headings at the top of the list, the sort fields are identified in the **Sort Text** dialog box by the headings. If the list doesn't have headings or if you don't select them for the sort, then the sort fields are identified as **Field 1**, **Field 2**, and so on.

## Path to Access

1. Select the list or table you want to sort.
2. Go to **Home** → **Paragraph group** → **Sort (A→Z icon)**, or for tables:  
**Table Tools** → **Layout** → **Sort**.
1. In the **Sort dialog box**, choose whether your list has a **Header row** or **No header row**.
2. **Header row** → Sort fields identified by headings.
3. **No header row** → Sort fields identified as Field 1, Field 2, etc.

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

- Sort by:** (Column 1), Type: Text, Using: Paragraphs, Ascending (selected).
- Then by:** (empty), Type: Text, Using: Paragraphs, Ascending (selected).
- Then by:** (empty), Type: Text, Using: Paragraphs, Ascending (selected).
- My list has:** Header row (unselected), No header row (selected).

# Format a List



# Renumbering

When you create a new numbered list, the items are numbered automatically. And lists automatically renumber when you delete an item. But you may need to adjust the automatic numbering at times. For example, if you combine two lists, the second list may not continue numbering automatically; it may retain its previous numbering and still start at 1. In a case like this, you might need to manually format the list item to continue numbering from the list item above it.

There are several options to choose from when renumbering a list. On the **Home** tab, you can reapply list numbering by selecting the **Numbering** button. When you apply the list format, all of the items you selected are treated as a continuous list.

The **Set Numbering Value** dialog box has options to start a new list, or continue numbering from the previous list. You can open this dialog box by selecting the arrow on the **Numbering** button and choosing **Set Numbering Value** from the list. Alternatively, you can right-click the list item whose numbering you want to change. Options to **Restart at 1** and **Continue Numbering** are provided.

Sometimes you need to create a line break in a numbered item, but you want it to be included under the same number as the previous line.

You can move to a new line by pressing **Shift + Enter**. The new line is treated as part of the same numbered item.

# List Styles

A list style contains list-specific formatting options for both numbered and bulleted lists. It can be applied to one or more levels of a list. A list style can have up to nine levels, and each level can be individually formatted. You can use Word's built-in list styles, or define a new style with formatting options you choose.

Define new Multilevel list

Click level to modify:

1) \_\_\_\_\_  
\_\_\_\_\_

a) \_\_\_\_\_  
i) \_\_\_\_\_

(1) \_\_\_\_\_  
(a) \_\_\_\_\_  
(i) \_\_\_\_\_

1. \_\_\_\_\_  
a. \_\_\_\_\_  
i. \_\_\_\_\_

Number format

Enter formatting for number:

Number style for this level:  Include level number from:

Position

Number alignment:  Aligned at:

Text indent at:

# The Multilevel List Gallery

The **Multilevel List** button in the **Paragraph** group displays a gallery of predefined list styles that can be directly applied to text. The gallery contains up to five sections.

Section	Description
<b>Current List</b>	Displays the list style currently in use.
<b>List Library</b>	Displays predefined list styles.
<b>Lists in Current Documents</b>	Displays list styles used in other open documents. This section will not appear if no other documents are open.
<b>List Styles</b>	Displays customized list styles. This section will not appear if no new list styles have been defined.
<b>Other options</b>	Contains options to create or modify list levels and styles.

## Define New Multilevel List vs. Define New List Style

The **Define New Multilevel List** command is used when you create and save a list style that won't be changed, or that you will use in a single document. The **Define New List Style** command is used to change a style design.

# List Appearance Customization Options

Based on the list type you use, you are presented with a variety of options to choose from for customizing the appearance of your list.

List Type	Customization Options
Bulleted list	You can set a symbol, picture, or font as the bullet character. The <b>Define New Bullet</b> dialog box contains options that control the choice of symbol or picture used as the bullet, and the font from which the bullet can be selected. You can also set left, center, or right alignment options for the bullet.
Numbered list	You can set different number styles or fonts as the number format for a list. The <b>Define New Number Format</b> dialog box controls the style of numbering (Arabic numerals, Roman numerals, letters, and so on) and the font from which the numbers are selected. You can also set left, center, or right alignment options for the numbers.
Multilevel list	The <b>Change List Level</b> options enable you to change the list levels for a multilevel list. The action will be applied on the selected item in the multilevel list only. You can set the spacing between the bullet and the list item. In the <b>Define New Multilevel List</b> dialog box, the <b>Text indent at</b> spin box controls the amount of space between the bullet or number and the text in the list item. You can also customize your list by using the <b>Define New List Style</b> dialog box. The list you customize will appear in the <b>Multilevel List</b> gallery.