Sort a list alphabetically

You can sort a one-level bulleted or numbered list so that the text is in alphabetical order. You can sort in ascending order (A to Z) or in descending order (Z to A).

1. Select the text in a bulleted or numbered list.
2. On the **Home** tab, in the **Paragraph** group, click **Sort**.



1. In the **Sort Text** dialog box, under **Sort by**, click **Paragraphs** and **Text**, and then click either **Ascending** or **Descending**.