

Formatting and Alphabetizing Numbered Lists in MS Word

revised 10/18/2004

Start with a list like this one:

- Arnold Hulitt
- Romalda Dewing
- Susana Salama
- Walter Rigatone
- Frankie Zamora
- Mable Goodwin
- Ralph Cooke
- Angelita Bowling
- Epifanio Blitt
- Jed Lewis
- Patricia Meds
- Pablo Marylin
- Miner Combee
- Heriberto Ho
- Valeria Pollard

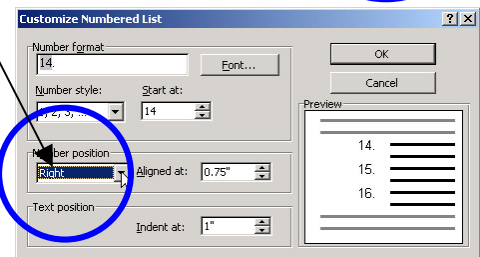
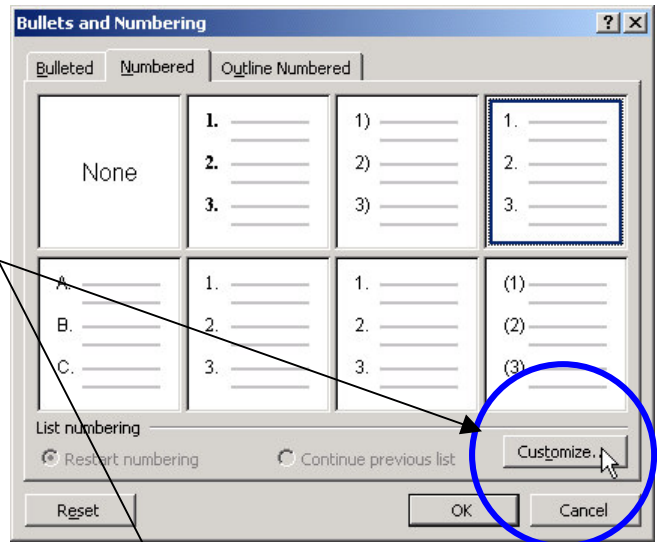
Then highlight it and number it by clicking on the Numbering button in the Formatting Toolbar. It should look a lot like this:

- 1. Arnold Hulitt
- 2. Romalda Dewing
- 3. Susana Salama
- 4. Walter Rigatone
- 5. Frankie Zamora
- 6. Mable Goodwin
- 7. Ralph Cooke
- 8. Angelita Bowling
- 9. Epifanio Blitt
- 10. Jed Lewis
- 11. Patricia Meds
- 12. Pablo Marylin
- 13. Miner Combee
- 14. Heriberto Ho
- 15. Valeria Pollard

Ugly, right? (Actually, it's ugly left. And the bigger the font size, the uglier it gets.) Place value—which we work so hard to teach—is utterly disregarded in favor of left justification. It would be better for the numbers to line up over the dots (to align right, in mswordpeak). Here's how to fix it:

- 1. Highlight all the elements in the list
- 2. Go to **Format** in the menu bar and click on **Bullets and Numbering**
- 3. Click on **Customize**
- 4. Then change Number position from Left to Right
- 5. Okay your way out of there, and your list should look a lot like this:

- 1. Arnold Hulitt
- 2. Romalda Dewing
- 3. Susana Salama
- 4. Walter Rigatone
- 5. Frankie Zamora
- 6. Mable Goodwin
- 7. Ralph Cooke
- 8. Angelita Bowling
- 9. Epifanio Blitt
- 10. Jed Lewis
- 11. Patricia Meds
- 12. Pablo Marylin
- 13. Miner Combee
- 14. Heriberto Ho
- 15. Valeria Pollard



Better, but now the tab space is too big!



Go up to the ruler and drag the Left Tab icon to the left on one of the elements until you're happy. Then click on the Format Painter paintbrush and apply the happy changes to the other elements of the list.

Now your list should look a lot like this:

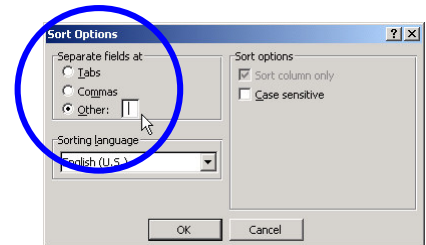
1. Arnold Hulitt
2. Romalda Dewing
3. Susana Salama
4. Walter Rigatone
5. Frankie Zamora
6. Mable Goodwin
7. Ralph Cooke
8. Angelita Bowling
9. Epifanio Blitt
10. Jed Lewis
11. Patricia Meds
12. Pablo Marylin
13. Miner Combee
14. Heriberto Ho
15. Valeria Pollard

Alphabetize it now by highlighting all the elements of the list and going to Table > Sort in the menu bar. Just hit OK and you should get a list that looks like this:

1. Angelita Bowling
2. Arnold Hulitt
3. Epifanio Blitt
4. Frankie Zamora
5. Heriberto Ho
6. Jed Lewis
7. Mable Goodwin
8. Miner Combee
9. Pablo Marylin
10. Patricia Meds
11. Ralph Cooke
12. Romalda Dewing
13. Susana Salama
14. Valeria Pollard
15. Walter Rigatone

It's not alphabetized yet (but you knew that).

Not bad, but it's alphabetized by first name rather than last. (You knew that, to: Epifanio Blitt should be on top.) To get it to alphabetize by last name, you need to get it to base its sort on the second word. To get it to do that, highlight the whole list, then go to Table > Sort and click on Options. Then tell Word to separate the fields not with carriage returns (paragraphs), but with spaces. So click on the radio button marked Other and put a space instead of a hyphen in the Other field box. Then okay your way all the way out. This will get Word thinking about spaces as field separators.



Now you're ready to go back into Table > Sort and tell Word to focus on the second words (people's last names) for the sort. Highlight the whole list again, go to Table > Sort and change Sort by Paragraphs to Sort by Word 2.

Then hit OK—and voilà!

1. Epifanio Blitt
2. Angelita Bowling
3. Miner Combee
4. Ralph Cooke
5. Romalda Dewing
6. Mable Goodwin
7. Heriberto Ho
8. Arnold Hulitt
9. Jed Lewis
10. Pablo Marylin
11. Patricia Meds
12. Valeria Pollard
13. Walter Rigatone
14. Susana Salama
15. Frankie Zamora

