



If there is a shuffled list beginning with numbers, the list is not set with Numbering, but the number is entered in front of each line, select them, and select "Home" tab, click the "Sort" icon (which has a down arrow on the right side of AZ) in the "Paragraph" group, open the "Sort Text" window, "Ascending" has been selected by default, click "OK", the selected list will be sorted in ascending order.

In practical applications, there are very few cases in which paragraphs need to be sorted. Sorting is mainly used for lists. In most cases, lists are also sorted when inputting, but if you get a document that disrupts the list order, sorting comes in handy. Let's see how to sort paragraphs in Word.

You can sort ordinary paragraphs that are all letters, or sort lists with numbers in front in Word. Lists beginning with numbers are generally sorted by numbers. What sort of order is used for ordinary paragraphs without numbers? They can be sorted alphabetically; the rule for sorting alphabetically is roughly like this: take the first letter of the first word at the beginning of a paragraph, and sort by that letter. If the first letter of two words is the same, they are sorted by the second letter, and so on.

# Sample Of Ascending Order Paragraphs

**S Marginson**



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