

# Sort names alphabetically in Word

You are asked by your boss to organize the list of employees alphabetically and not sure what to do? This article will show you how to sort names by ABC

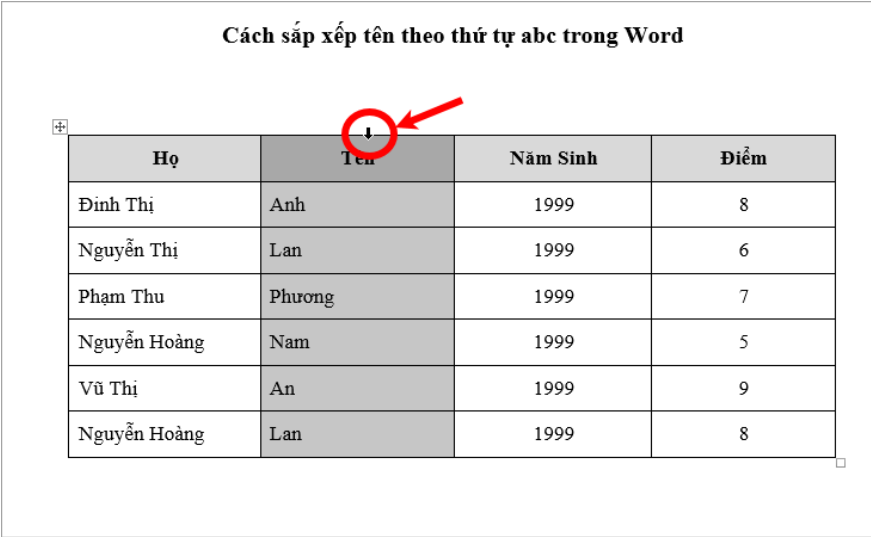
You have an employee list file as a word document. You are asked by your boss to organize the list of employees alphabetically and not sure what to do? Don't worry, the following article of TipsMake will guide you in detail how to arrange names alphabetically in Word in 3 specific cases.

## 1. Sort names alphabetically

**Step 1 :** Open the Word file containing the data table to arrange the names alphabetically, then select (black out) the name column (or any column other than the name field) that you want to sort.

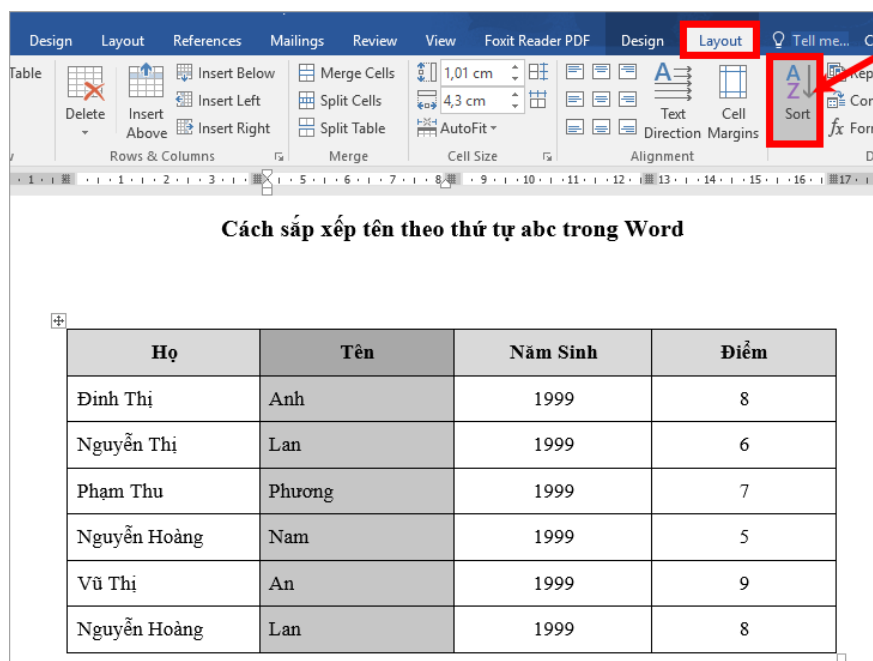
**Note:** you can quickly select by moving the mouse to the top of the column will see a black arrow pointing down, you just need to click and select all that column.

**Cách sắp xếp tên theo thứ tự abc trong Word**



Họ	Tên	Năm Sinh	Điểm
Đinh Thị	Anh	1999	8
Nguyễn Thị	Lan	1999	6
Phạm Thu	Phuong	1999	7
Nguyễn Hoàng	Nam	1999	5
Vũ Thị	An	1999	9
Nguyễn Hoàng	Lan	1999	8

**Step 2 :** Click the Layout tab -> Sort to open the Sort dialog box.



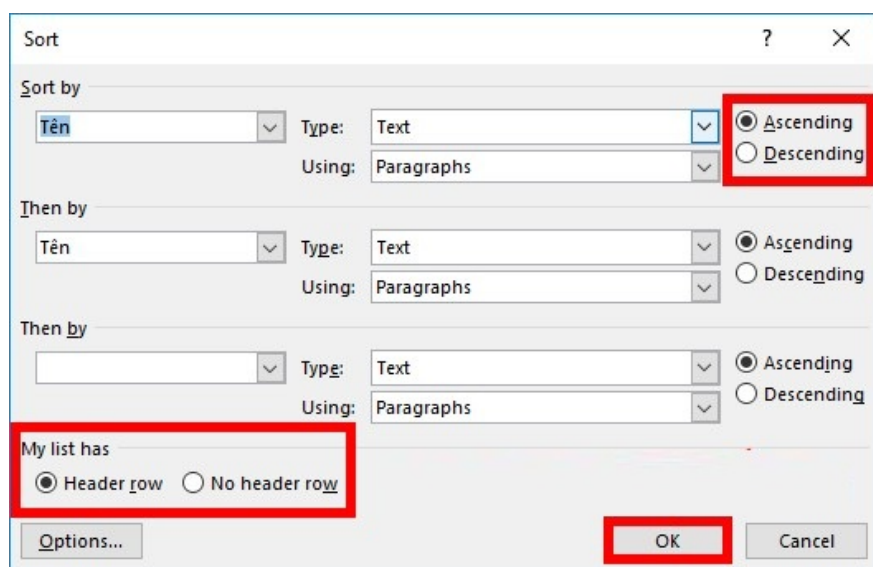
**Step 3 :** In Sort, you leave the default Sort by column name to sort, in My list has you select Header row if step 1 you choose the column header (Name) so Word does not sort the first cell, If you do not select the column header, then select No header row.

Next you choose the sort by name:

Ascending: sorting ascending (A-> Z).

Descending is a descending arrangement (Z-> A).

After setting up, click OK to start the arrangement.



So you will get the following results:

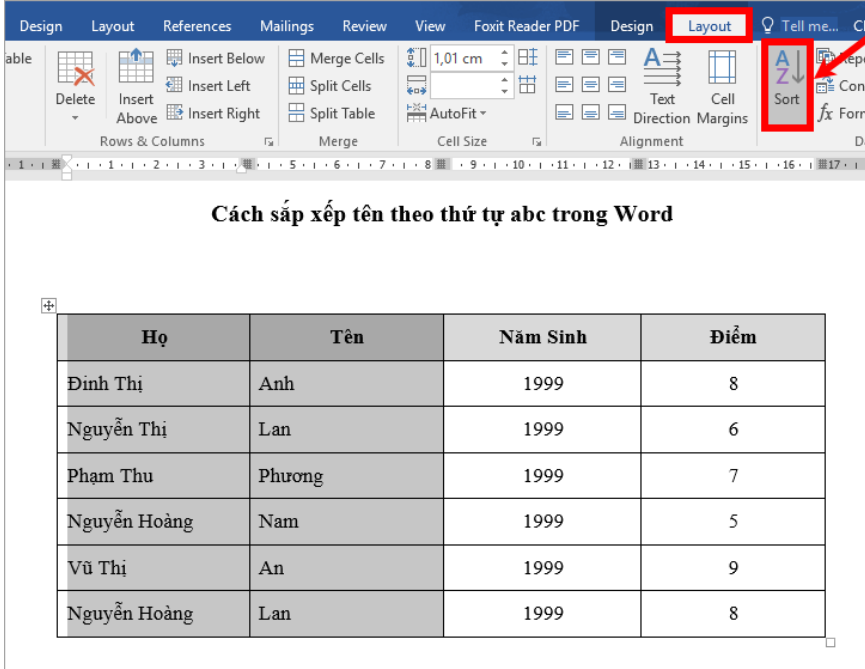
## Cách sắp xếp tên theo thứ tự abc trong Word

Họ	Tên	Năm Sinh	Điểm
Vũ Thị	An	1999	9
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## 2. Sort your first and last name alphabetically

In case of overlapping names, you need to sort by last name, as in the above example if only sorted by name from A-> Z, Nguyen Thi Lan will stand before Nguyen Hoang Lan, but in the correct order A-> Z, Nguyen Hoàng Lan must stand in front of Nguyen Thi Lan because the letter H stands before the letter T. To arrange both first and last names in alphabetical order, you should do the following:

**Step 1 :** Select (highlight) both the First and Last names column, then select Layout -> Sort.



The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. The 'Sort' button in the 'Text' group is highlighted with a red box. Below the screenshot, the table from the previous image is shown, but the data is now sorted by last name and then first name.

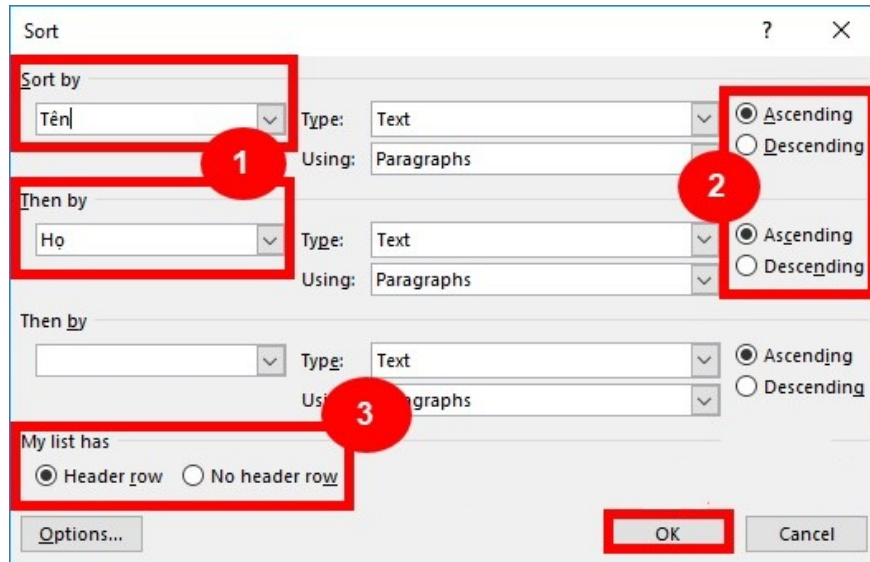
Họ	Tên	Năm Sinh	Điểm
Đinh Thị	Anh	1999	8
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Phạm Thu	Phuong	1999	7
Nguyễn Hoàng	Nam	1999	5
Vũ Thị	An	1999	9
Nguyễn Hoàng	Lan	1999	8

**Step 2 :** In the Sort dialog box, you set:

- (1) choose Sort by as First Name and Then by as Last Name.
- (2) select the Ascending or Descending arrangement type.

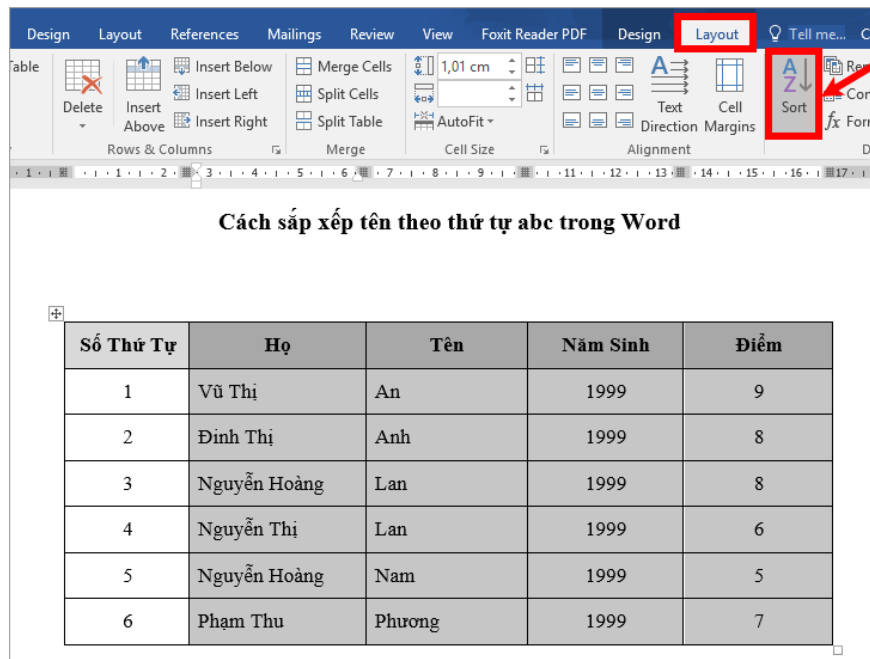
(3) In the My list has the same options above, if you select the column header, select Header row, otherwise No header row.

(4) click OK to sort by first and last name.



In the Sort dialog box, make settings

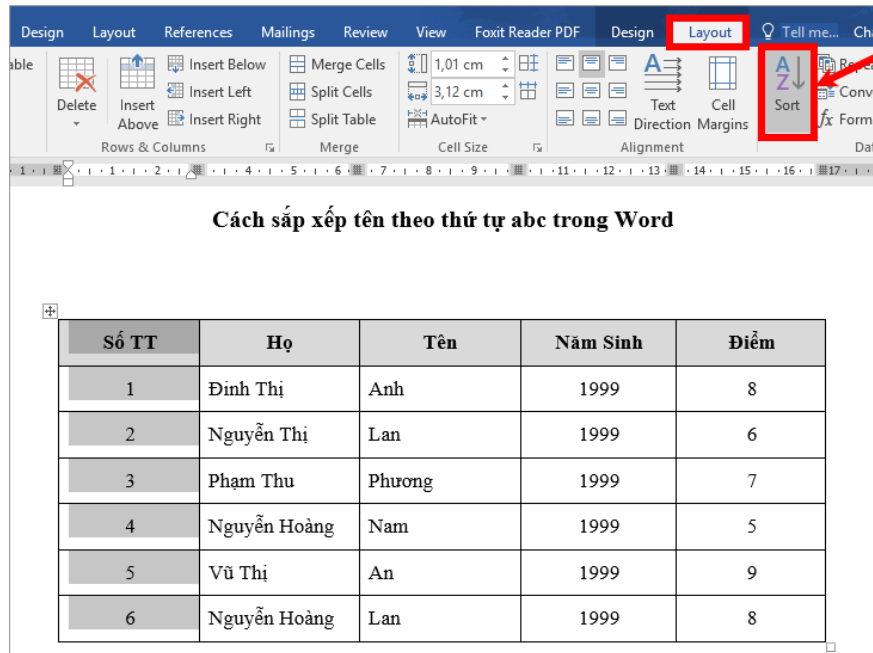
Your results will be as follows:



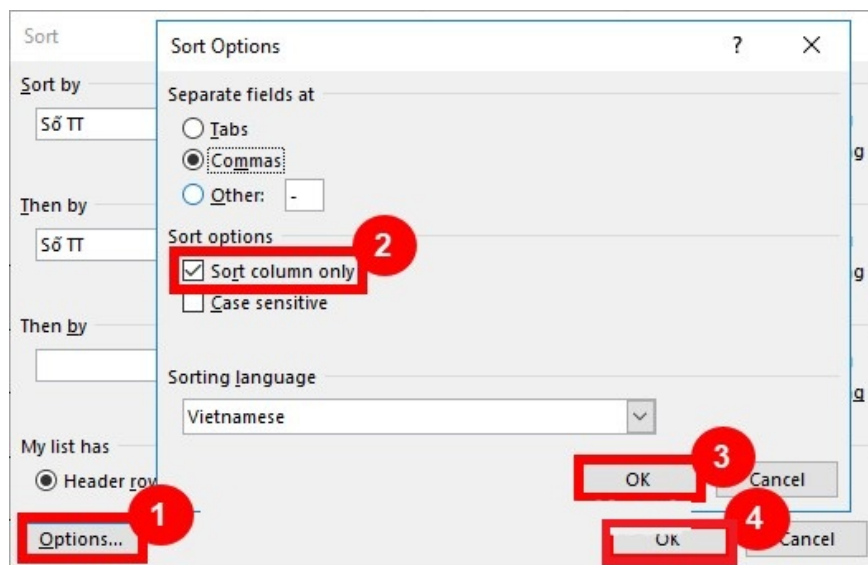
### 3. Sort names in case of column numbers

If your data table has ordinal columns, if you sort by first and last names, the ordinal columns will sort by without keeping the order from 1 to the end. So you do the following:

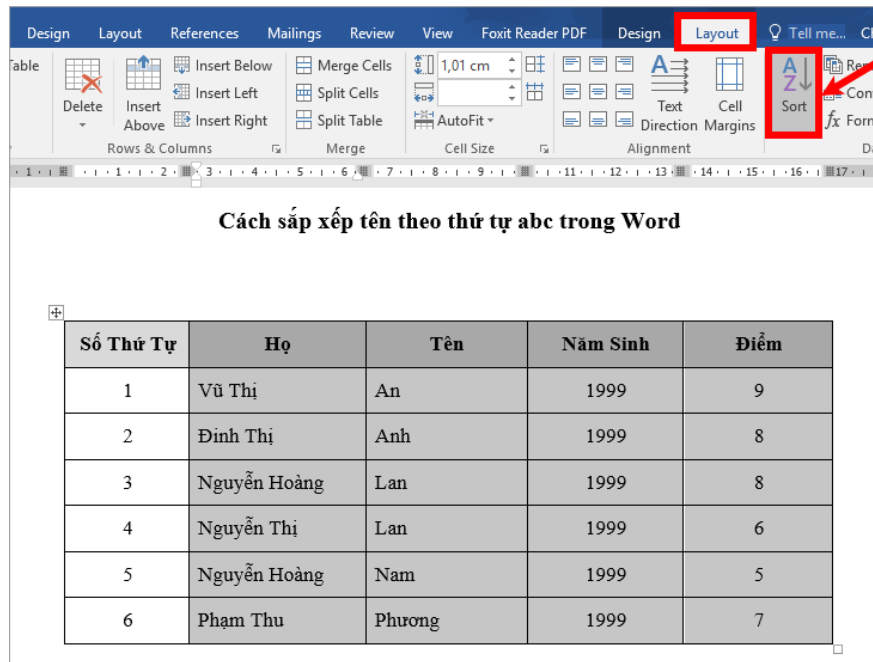
**Step 1 :** Highlight the Serial Number column and select Layout -> Sort.



**Step 2 :** In the Sort dialog box, select Options, then select Sort column only in Sort Options to set only the columns you select and click OK -> OK.

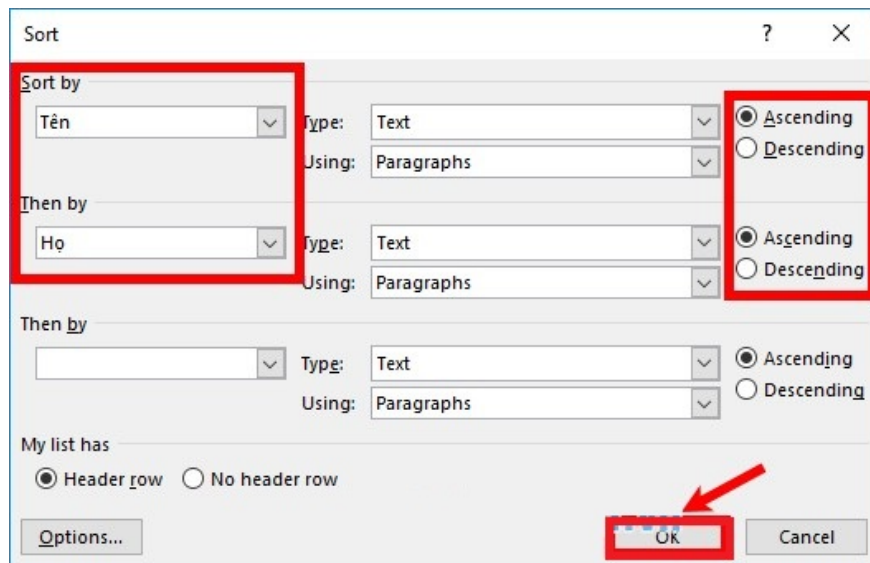


**Step 3 :** Select (black out) all columns to sort by sort by name, uncheck the column number. Next you select the Layout tab -> Sort.



**Step 4 :** In the Sort dialog box, select Sort by First Name, Then by Last Name, select the sort type and click OK to sort. At this point, only the columns you select will be sorted, and the Order Number column will remain.

Select Sort by as First Name, Then by Last Name, choose sort type and click OK to sort



Your results will be as follows:

### Cách sắp xếp tên theo thứ tự abc trong Word

Số TT	Họ	Tên	Năm Sinh	Điểm
1	Vũ Thị	An	1999	9
2	Đinh Thị	Anh	1999	8
3	Nguyễn Hoàng	Lan	1999	8
4	Nguyễn Thị	Lan	1999	6
5	Nguyễn Hoàng	Nam	1999	5
6	Phạm Thu	Phuong	1999	7

So with the way of arranging names alphabetically in Word that TipsMake share, hope to help you solve common problems in the Word data table. Good luck!

You finished reading the article "**Sort names alphabetically in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.