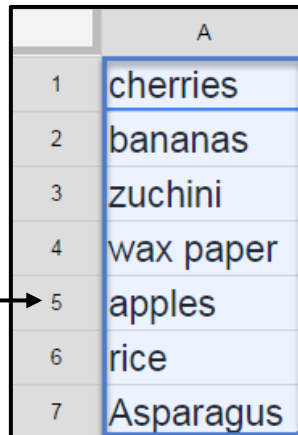


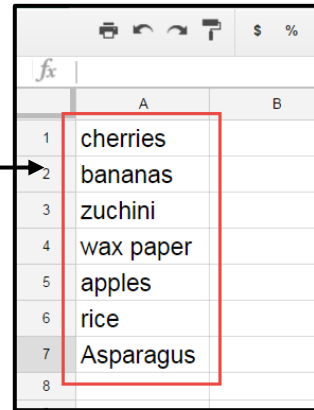
This documentation will show users how to use Google Sheets to create and sort lists.

CREATE AND SORT A LIST IN GOOGLE SHEETS

1. From within a new Google Sheet, create the following list of grocery items.



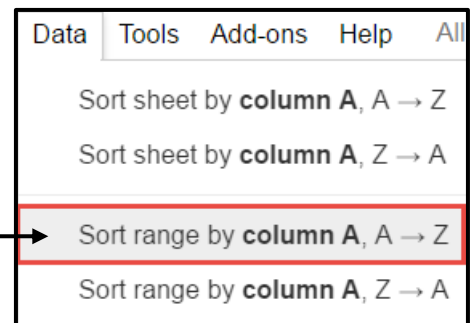
	A
1	cherries
2	bananas
3	zucchini
4	wax paper
5	apples
6	rice
7	Asparagus



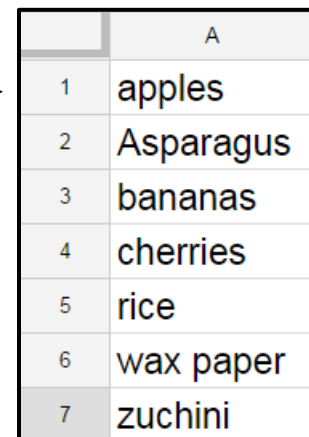
	A	B
1	cherries	
2	bananas	
3	zucchini	
4	wax paper	
5	apples	
6	rice	
7	Asparagus	
8		

2. To sort the list, highlight or select the items in the list.

3. From the **Data** menu, select **Sort range by column A, A – Z**.



4. Your list is now sorted alphabetically.



	A
1	apples
2	Asparagus
3	bananas
4	cherries
5	rice
6	wax paper
7	zucchini