Creating an Alphabetized Spelling List in Excel

1. Open Excel by double clicking the [X] icon or go to Start Programs
2. Have students begin typing their words under the A column. Once students have entered a word next to number 1, they will press the **enter** key to move to the next cell.

	A	B	C	D
1	rat			
2	fat			
3	sat			
4	cat			
5	Matt			
6				

   *Students may want to increase or change the font size to make it easier to read.
3. Once students have entered all their spelling words, encourage them to use the spell check feature [ABC✓] to double check their typing.
4. Now, they are ready to place the spelling list in alphabetical order.
   a. Have students click once on the A in the first column (this will highlight the entire column)
   b. Have students locate the Sort Ascending [A↓Z] button at the top of the screen. Ask students to click this button one time. This will automatically place their spelling list in A, B, C order (This could be a great way for students to check their own work).

	A	B	C	D
1	cat			
2	fat			
3	Matt			
4	rat			
5	sat			
6				

   c. Have students click anywhere on the spreadsheet to turn off the highlighting.
5. Have students type their name in a cell in the document.
6. Print