

Have you ever received a mailing list or address list in Word and wanted to scream when you tried to sort it or just work with it. Well scream no more. If it was created with Word in "Table Format," it is easily copied and pasted.

Name	Address	City	State	ZIP
James Dean	12345 Weather St	Fort Worth	Texas	78877
Mary Jane	8866 White Oak	Rancho Cucamonga	CA	91730
Fred Anderson	2242 Ripley Square	Orange	CA	92379
Marjorie Bush	9375 President St	Maple Valley	OH	07956
Janet Spangler	4586 Fashion St	Burlap District	MI	13798

Highlight the entire table, including the name description, right click, and copy. Next, open Excel and paste. (usually in the first cell in the upper left corner, depending on your document)

However if you have one that was sorted by tabs, spaces or unknown click on the following link to go to the web site and follow the document.

Next Month: Separating first and last names that originated in one column to two for sorting alphabetically.