How to Quickly Sort and Indent Citations in MS Word

1. Sort Alphabetically

Select all of your citations and right-click. Then click the **A-Z button** in your Home ribbon and choose **Paragraph** and **Text**.

Works Cited - Word		
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eds. Let's Go:Germany 1998 trying to organize data in a table. 1's, 1998.		
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Palmer, R.R., Joel Colton, and Lloyd Kramer. A History of the	Type: Text	Ascending
Modern World: To 1815. 9th ed. New York: Knopf, 2002.	Type: Text 🔻	Descending
Sumuli David Amanda MaCannell and Maria DaCambra Tha		
Suzuki, David, Amanda McConnell, and Maria DeCambra. The	Then <u>by</u>	
Sacred Balance: A Visual Celebration of Our Place in	Type: Text	Ascending
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Focus for College Students. Deerfield Beach, FL: Health		cancer
Communications, 2005.	<u>р</u>	

2. Create a Hanging Indent for Each of Your Citations

Select all of your citations again, then press **Ctrl + T** on your keyboard and....**Voila!**