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**Word - Sorting Lists**

**Myths of Content  
Marketing**

**You Have  
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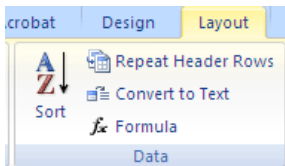
## Word - Sorting Lists

You don't have to use Excel to sort a list of names, addresses or other data from a Word document. Word lets you sort a simple list or a table of data.

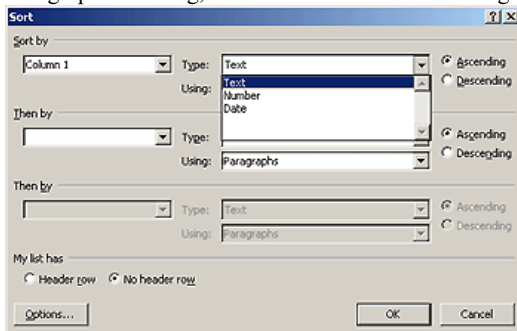
### Simple List Sorting

To quickly and easily sort the text of a one-level bulleted or numbered list alphabetically do the following:

1. Highlight the content of the bulleted or numbered list you want to sort.
2. On the Home tab, in the Paragraph group, click Sort.



3. In the Sort Text dialog box, under Sort by - in the Type and Using boxes choose Text as Type and Paragraphs as Using, and then click either Ascending or Descending.



4. Hit OK

### Table Sorting

#### Sorting the contents of a table

1. In Print Layout view (which is generally the default view), move the pointer over the table until the table move handle appears.



2. Click the table move handle to select the table that you want to sort.
3. Under Table Tools, on the Layout tab, in the Data group, click Sort.

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4. In the Sort dialog box, select the options that you want.

#### Sort a **single column in a table**

1. Select the column that you want to sort.
2. Under Table Tools, on the Layout tab, in the Data group, click Sort.
3. Under My list has, click Header row (column titles such as First Name, Last Name, Address, etc.) or No header row (no column titles).
4. Click Options.
5. Under Sort options, select the Sort column only check box.
6. Hit OK.

To try this out, open a new document and create a fake (or real) table. Throw some data in there and play around with the options to see how things change.

If you need help working with an MS office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

## Myths of Content Marketing

The definition of SEO (Search Engine Optimization) has changed ... now it's not all about how high you can get your URL listing on the search engines instead it's about making connections and using content to attract viewers (aka social marketing).

In the past month I have had many clients come to me for my help with their social marketing. I've had to dispel some myths that these clients had about how to do content marketing and show them how simple it can be with the right guidance, a bit of work and consistency.

These myths include:

- It's easy to come up with content (ah, no it's not but don't panic there are many ways to get content)
- What can I possibly say that someone wants to hear? (you have experience in your field - write about that)
- Can't I just repurpose other's content? (yes, but be selective and take the time to make it your own - no plagiarism - it's not high school)
- My field wouldn't be appropriate for content marketing (so not true, ask me and I will come up with ways to use content marketing)
- Why should I give away my advice for free? (you're not, instead you establishing yourself as an expert in your field)
- Do pure sales pitches qualify as content? (no, people go to the web for answers to their problems, a sales pitch is not going to solve their problem)

The folks at MarketingProfs have outlined these myths in [The Six Content Marketing Myths—Busted!](#)

Read this article to learn more about content marketing. If you need help social marketing contact me at [info@aapk.com](mailto:info@aapk.com), I have years of experience.

## You Have To Laugh

Couple lives in the clouds ... [see it here](#)

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