

Scramble/sort sentences in Word:

Identify your paragraph(s) or document:

- **Save as** get a working file so you preserve the draft you have
- highlight a single paragraph, etc.
- Find - control F
- Replace tab
- find window = enter "." [period]
- **Replace** window More / special / paragraph breaks

Sort (home / paragraph / AZ!) ... default is to sort by paragraph

Analyze ... what can you learn from

- rearranging ?
- looking for repetitive patterns?

Tip: To find formatting codes ... home / paragraph / ¶
