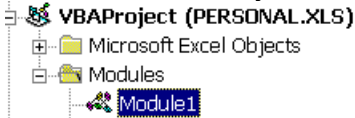


**Question:** Is there a way to sort your worksheets in alphabetical order?

**Answer:** Yes, insert the below Visual Basic coding into your worksheet Module and run the Macro.

**Excel 2003 Process:**

#### Insert the coding

1. From the **Menu** bar, select **Tools, Macros, Visual Basic Editor**
  2. Select the **Module** you would like to insert the coding into
- 
3. On the **right** hand side **paste** the below coding
  4. From the **Menu** bar, select **File, Close** and **Return to Microsoft Excel**

#### Run the Macro

1. From the **Menu** bar, select **Tools, Macros, Macros**
2. Select **SortSheets**
3. Select **Run**

**Excel 2007 Process:**

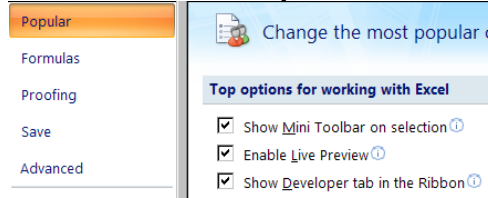
#### Activate the Developer tab

1. Select the **Office** button



2. Select **Excel Options**

### 3. Select **Show Developer tab in the Ribbon**



### Insert the coding

1. From the **Developer** tab in the **Code** group, select **Visual Basic**
2. Select the **Module** you would like to insert the coding into
  - ▢ VBAProject (PERSONAL.XLSB)
    - ▢ Microsoft Excel Objects
    - ▢ Modules
      - Module1
3. On the **right** hand side **paste** the below **coding**
4. From the **Menu** bar, select **File, Close and Return to Microsoft Excel**

### Run the Macro

1. From the **View** tab, in the **Macros** group, select **Macros**
2. Select **SortSheets**
3. Select **Run**

### Coding:

```

Sub SortSheets()
Dim sCount As Integer, K As Integer, L As Integer
Application.ScreenUpdating = False
sCount = Worksheets.Count
If sCount = 1 Then Exit Sub
For K = 1 To sCount - 1
For L = K + 1 To sCount
If Worksheets(L).Name < Worksheets(K).Name Then
Worksheets(L).Move Before:=Worksheets(K)
End If
Next L
Next K
End Sub

```