



Office Ready Worksheet #6

Name: _____

Date: _____

Your boss at the hospital needs help organizing patient files.
Organize the files below by last name putting the files in ABC order.

Davinci	Tan	Beckett	Howser	DeGuzman	Laraway
Goldman	Zaggart	Franklin	Cummings	Dickinson	Abad
Zucker	Falade				