

## Alphabetical Order

Many tasks involve being able to use alphabetical order - looking for a telephone number in a telephone directory, using a filing system and finding a word in the dictionary or thesaurus. Locating information in a book requires looking at the index at the back of a book to find the page number. The index is in alphabetical order. Books in the library are also in alphabetical order.

Many tasks and systems in the workplace are based on alphabetical order. Files and folders on computers and files that are kept in a filing cabinets are stored in alphabetical order.

### How to Place Items in Alphabetical Order

*To place items in alphabetical order look at the first letter of each word.*

For Example



c comes first in the alphabet so cat is first, then d comes next so dog is the next and finally r. So the words in alphabetical order are cat, dog, rabbit.

*If words start with the same letter then we look at the next letter in the word.*



Both cookie and cake begin with the letter c, so we need to look at the second letter. a is the second letter in cake; o is the second letter in cookie. So cake comes before cookie. The order is cake, cookie, doughnut (as the d in doughnut comes after the c in cake and cookie). If the first two letters of words are the same we look at the third letter and so on.