



Office Ready Worksheet #9

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.

Zou	Hernandez	Mussa	Davis	Onasis	Moore
Booker	Tubman	Alvarez	Huffman	MCDormand	MCDanald
Sedgewick	Smith	Kim	Grey		