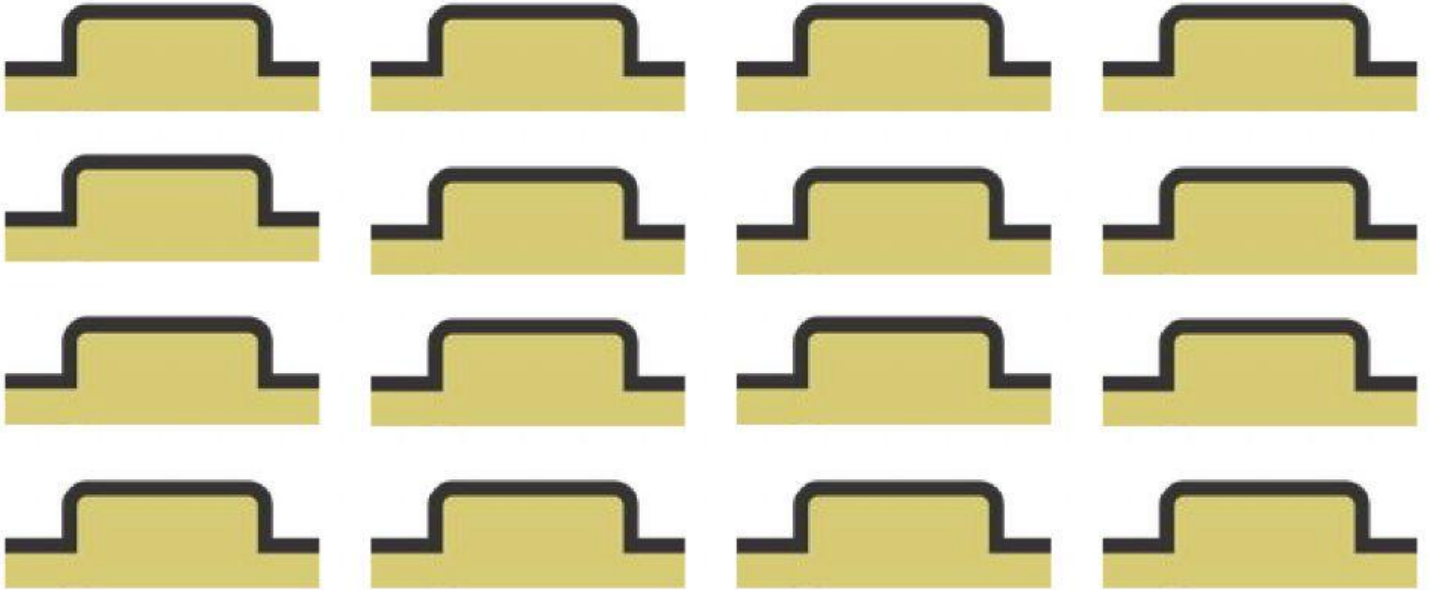


Office Ready Worksheet #1

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.



Smith

Brown

Jones

Dias

Johnson

Namer

Arguello

Green

Garcia

Munes

Chu

Ikeda

Ahmed

Jackson