

To use this spreadsheet - start listing the individual items in one single column.
After you have listed all of the items, click on the 'A' at the top of the column

then click on the down arrow on Sort & Filter (the right side of the tool bar)

then click on Sort A to Z

Your list will be alphabetized

See how many items are on your list, divide that number by 2

Example - total of 36 items - half is 18

Scroll down to row 19 and highlight from row 19 to the end of your list

Cut (Ctrl X)

Place your cursor in F2

F	G	H
Pancakes		
Pasta (to be rolled)		
Dinner roll		

Paste (Ctrl V)

Now you have 2 alphabetized columns

Print and hang

