Designating Header Rows in a Table

**PowerPoint 2016**

A header row at the beginning of a table allows a screen reading program to present the information within the table in a logical order when read aloud.

**Microsoft Word 2016**

1. Click anywhere in the table you are working on.
2. Go to the “Table Design” and check the “Header Row”.

![Table Design Screen in Microsoft Word 2016](image)
Microsoft Word 2011
1. Click anywhere in the “Table”.
2. Go to the “Table Design” and check the “Header Row”.

![Table Design](image.png)