

TSENG COLLEGE GRADUATE, INTERNATIONAL AND MIDCAREER EDUCATION

Designating Header Rows in a Table

PowerPoint 2016

Microsoft Word 2011

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".

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Header Row						
Total Row Last Column	•					
Banded Rows Banded Column	s					

Microsoft Word 2011

- 1. Click anywhere in the "Table".
- 2. Go to the "Table Design" and check the "Header Row".

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