

Designating Header Rows in a Table

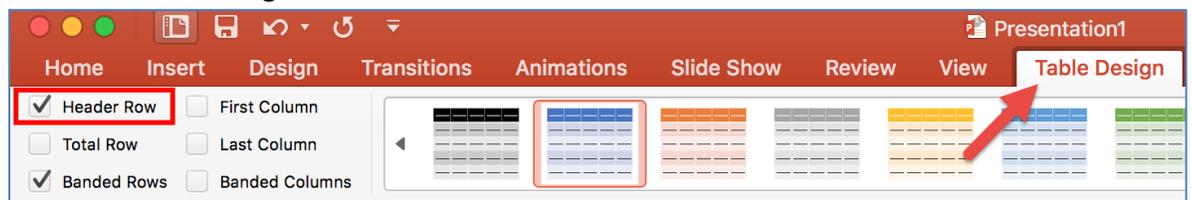
[PowerPoint 2016](#)

[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”**.



Microsoft Word 2011

1. Click anywhere in the **“Table”**.
2. Go to the **“Table Design”** and check the **“Header Row”**.

