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”.
Microsoft Word 2011

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

![Image of Microsoft Word Table Options]

**Table Options**
- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns