Designating Header Rows in a Table

Microsoft Word 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” tab and check the “Header Row” and “First Column” checkboxes

![Table Design Tab](image.png)

3. Finally Go on “Layout” tab and Click on “Repeat Header Rows”.

![Layout Tab](image.png)

Note: - The Mac version of Microsoft Word will not show an error if this step is skipped, but it will not be recognized properly on a screen reader unless completed.
Microsoft Word 2011

1. Click anywhere in the table you are working on.
2. Check the “Header Row” and “First Column” checkboxes.

3. Finally go on “Table Layout” tab and Click on “Repeat Header Rows”.

Note: - The Mac version of Microsoft Word will not show an error if this step is skipped, but it will not be recognized properly on a screen reader unless completed.