

Designating Header Rows in a Table

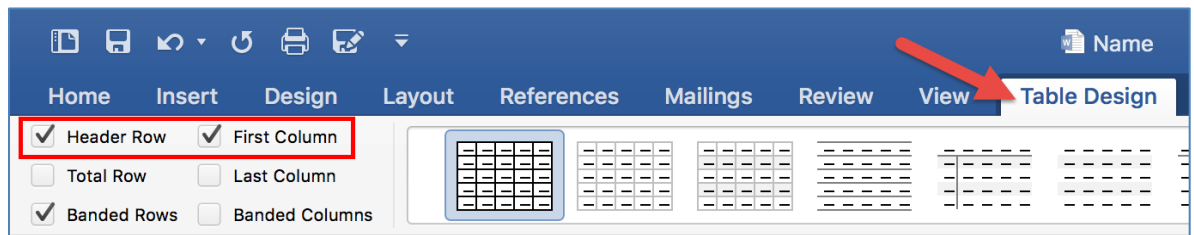
[Microsoft Word 2016](#)

[Microsoft Word 2011](#)

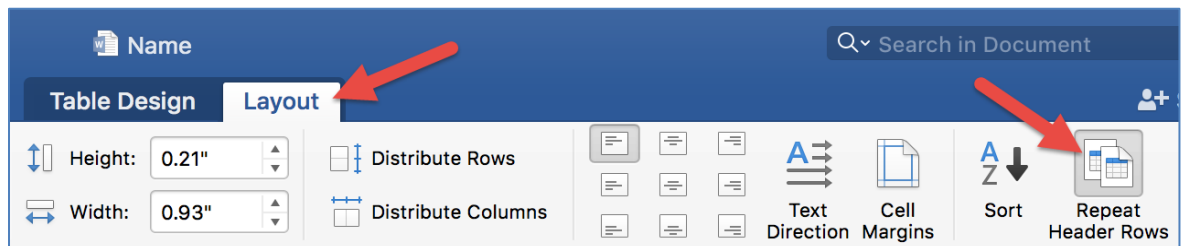
A header row at the beginning of a table allows a screen reading program to present the information within the table in a logical order when read aloud.

Microsoft Word 2016

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



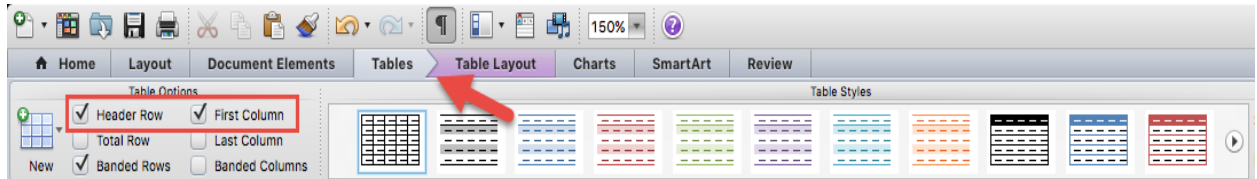
3. Finally Go on **“Layout”** tab and Click on **“Repeat Header Rows”**.



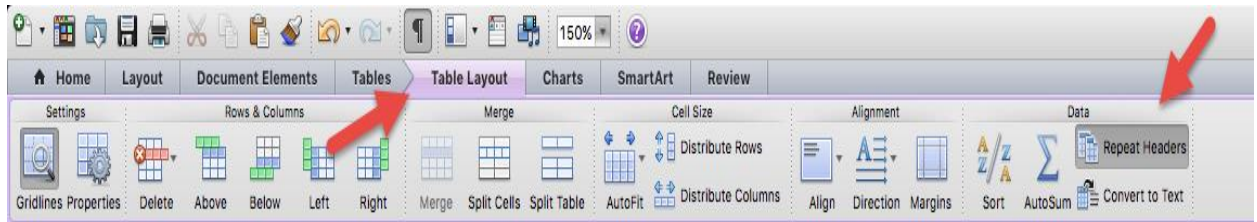
Note: - The Mac version of Microsoft Word will not show an error if this step is skipped, but it will not be recognized properly on a screen reader unless completed.

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.