

TSENG COLLEGE GRADUATE, INTERNATIONAL AND MIDCAREER EDUCATION

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"

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Home Insert Design	Layout	References	Mailings	Review	View	Table Design
✓ Header Row ✓ First Column						
Total Row Last Column						
Sanded Rows Banded Columns						

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

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Table Design	Layout			±+			
1 Height: 0.21	Distribute Rows			2↓			
→ Width: 0.93"	Distribute Columns		Text Cell Direction Margins	Sort 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".

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Gridlines Properti	es Delete	Above	Below	Left	Right	Merge	Split Cells	Split Table	AutoFit	Distribute Column:	s Align	Direction	Margins	Sort	AutoSum

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.