Designating Header Rows in a Table

Microsoft PowerPoint 2016 and 2013

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.

1. Click anywhere in the table you are working on.
2. In the go to the Design tab, located under Table Tools.
3. Check the “Header Row” check box.
Microsoft PowerPoint 2010
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2. In the go to the **Design** tab, located under **Table Tools**.

![Design tab in Microsoft PowerPoint 2010]

3. Check the **"Header Row"** check box.