

TSENG COLLEGE GRADUATE, INTERNATIONAL AND MIDCAREER EDUCATION

Designating Header Rows in a Table

Microsoft PowerPoint

<u>2016</u>

Microsoft PowerPoint 2010

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 PowerPoint 2016 and 2013

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

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|------------------------------|-------------|--------|
| File | e Insert | Design |
| 🕼 Header Row 🔲 First Column | | |
| Total Row | Last Column | |
| Banded Rows 🔲 Banded Columns | | |
| Table Style Options | | |