Designating Header Rows in a Table

**Microsoft 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.

**Microsoft Word 2016 and 2013**

1. Click anywhere in the table you are working on.
2. Go to the **Design** tab, located under Table Tools.
3. Make sure the “**Header Row**” and “**First Column**” check boxes are checked.
Microsoft Word 2010

1. Click on the table.
2. Go to the Design tab, located under Table Tools.
3. Make sure the “Header Row” and “First Column” check boxes are checked.