

## Designating Header Rows in a Table

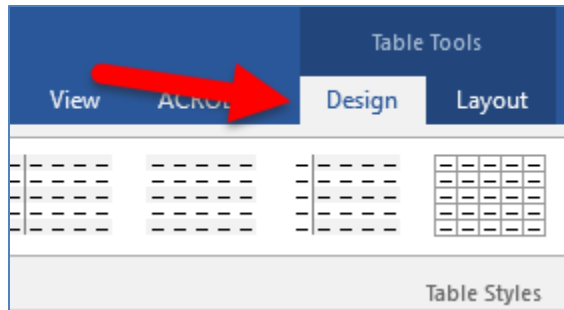
[Microsoft 2016](#)

[Microsoft 2010](#)

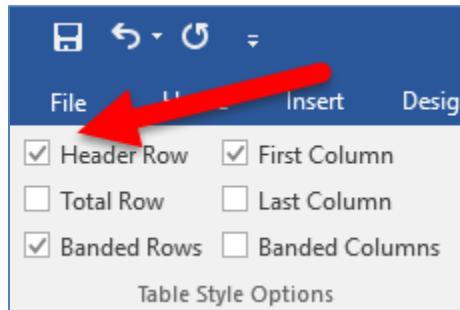
A header row at the beginning of a table allows a screen reading program to present the information within the table in a logical order.

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.

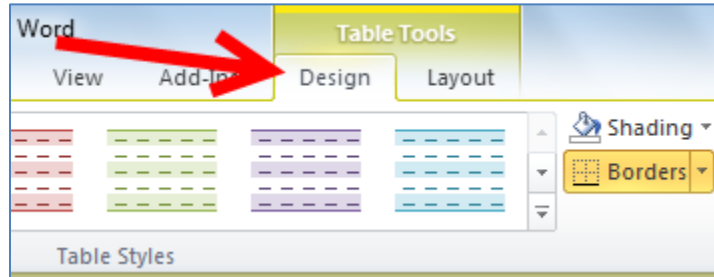


3. Make sure the **“Header Row”** and **“First Column”** check boxes are checked.



## 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.

