

Tables

Creating Tables

1. Go to Insert
2. Click on Table
3. Select the number of rows and columns you want for your table by:
 - a. Hovering over the boxes and selecting the number of rows and columns you want

OR

 - b. Click Insert Table to set number of rows and columns

Alt Naming a Table

1. After the table has been created, select a cell in the table
2. Go to Table Tools
3. Select Layout
4. Select Properties
5. Select Alt Text
6. Type in table title and description in the appropriate boxes

Header Rows & Columns

Header rows and columns help label tables that span multiple pages.

Repeating the Header row at the top of each page:

1. Select the heading row(s)
 - a. This must include the first row of the table
2. Go to Table Tools
3. Select Layout
4. In the Data group, click on Repeat Header Rows

Avoid Complex Tables

Complex tables use merged cells, mostly for the look that their creators are trying to achieve.

However, merged cells cause screen readers to incorrectly read tables. Using merged cells makes tables less accessible.

Avoid Using Tab or Indents to Format Table Data