

Data Tables in Microsoft Word

Overview

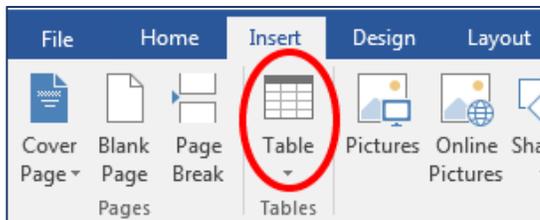
Sighted users can scan data tables for connections between the data and the row and column headers. Without a properly formatted data table, a screen reader will read the table from left to right, row by row, resulting in often muddled information. In order to create an accessible data table, be sure to properly mark header rows and columns and keep your tables simple. Complex tables should often be broken down into two or more tables.

Create a table

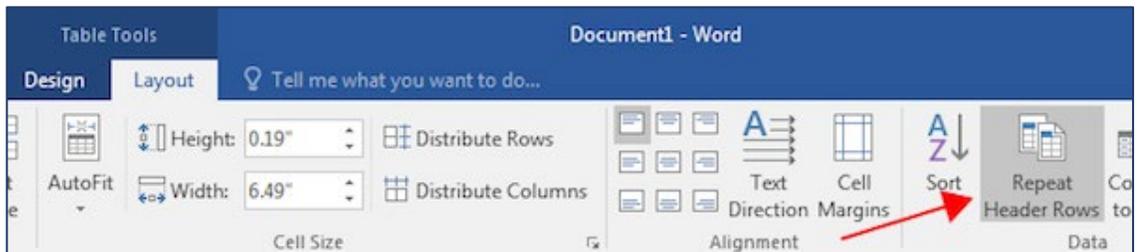
When creating a table, keep the following in mind:

- Do not merge or split cells.
- Do not control spacing in your table with blank rows or columns. Adjust line spacing instead by dragging the line up or down.

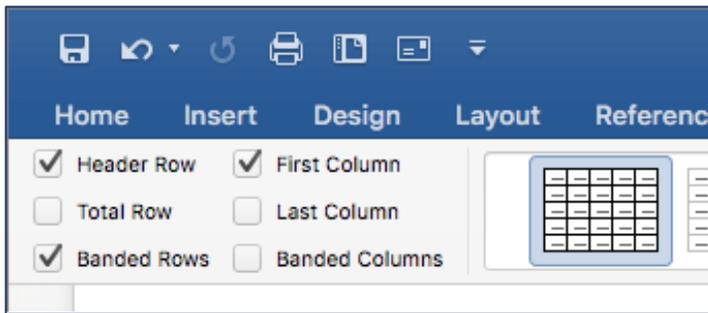
1. Select the **Insert** tab on the ribbon.
2. Select **Table > Insert Table**.



3. If your table has a column header(s), select **Table Tools > Layout** on the ribbon,
4. Then choose the **Repeat Header Rows** option in the **Data** group.

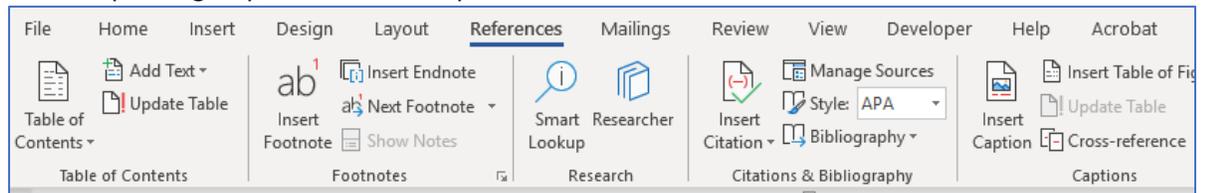


5. Additionally, on the **Table Design** tab, select the **Header Row** check box.
6. If your table also has row headers, select the **First Column** check box.



7. It is also considered best practice to title the table using the Caption tool in the Reference Group. This helps screen reader users easily identify and differentiate one table from another.

- a. Navigate to the References tab.
- b. In the Captions group, select Insert Caption.



- c. Write the caption immediately following "Figure 1."
- d. Choose the Table label.
- e. Select the position of the caption.

