

Accessible tables in Microsoft Office

Overview

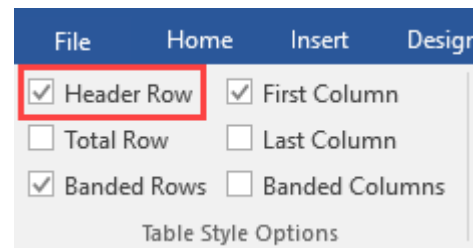
It is important to make sure that tables are accessible to those using screen readers to help them make sense of the data contained in your table.

You should only use a table when it is necessary to convey relationships between pieces of data, and not for layout purposes.

- When using tables in a Word document, keep them as simple as possible.
- If necessary, split complex tables into multiple smaller tables.
- Ensure you designate a header row and use column headings to help describe the data in the table.
- Ensure you repeat the column headings on each page the table appears on
- You should also ensure the table has alternative text, to describe the contents of the table for those using screen readers.

Designate a header row

1. Click inside your table. On the ribbon, in the 'Table Tools' group, click Design.
2. In the 'Table Style Options' group, make sure Header Row is checked.



Repeat the header row across every page

1. Right-click the table, and then click Table Properties.
2. In the 'Table Properties' dialog box, click the Row tab.
3. In the 'Options' group, make sure Repeat as header row at the top of each page is checked.
4. Click OK.

Alternative text

To add alternative text for tables, use the Alt Text tab of the 'Table Properties' dialog box:

1. Right-click the table, and then click Table Properties.
2. In the 'Table Properties' dialog box, click the Alt Text tab.
3. Fill in the description for the table and, if necessary, add a title for the table.
4. Click OK.

[Microsoft guide to creating accessible documents](#)

