



**GRADUATE
WRITING
CENTER**
—
TEXAS TECH

Tables

For screen readers to be able to properly parse the information in tables, tables should have a simple structure, a clear title or description, and specified header rows.

These instructions include information about how to create tables, how to designate table headers, and how to split tables.

- *Please note: tables should **only** be used to present data. For information on how to create columns in Word, see our Columns resource*
- *Information on creating lists of tables can be found in our List of Tables document*

How to create tables

[If you prefer video instructions, you can find them at this link.](#)

Creating empty tables to be filled in Word

Using the graphical menu to create a simple table:

1. Select the **Insert** tab from the top menu
2. Select **Table** from the ribbon
3. Select the number of columns and rows you would like from the graphical interface

Using the customizable menu to create a table:

1. Select the **Insert** tab from the top menu
2. Select **Table** from the ribbon
3. Select the **Insert Table** option at the bottom of the **Table** drop-down menu
4. Use the Table size interface to manually select the number of columns and rows
5. Select how you would like to fit the content
6. Select **OK**

Converting existing information into a table

Converting text to a table

Please note, this option is only available on desktop versions of Word.

1. Highlight the manually separated text you would like to convert into a table
 - Your text must use a consistent separator between items (e.g., tabs, commas)
2. Select the **Insert** tab from the top menu
3. Select **Table** from the ribbon
4. Select **Convert Text to Table**
5. Select your desired settings:
 - Number of columns and Number of Rows
 - Fit Behavior
 - Separate Text at [paragraphs, commas, tabs, other]

6. Select **OK**

How to designate table headers

Please note that you must use the desktop version of Word to create row headers that repeat across pages (Step 6).

[If you prefer video instructions, you can find them at this link.](#)

These instructions follow after you have created a table using the steps above.

1. Place your cursor anywhere in the table to select the table
2. This will cause two new tabs to appear on the ribbon menu: **Table Design** and **Table Layout**
 - If you do not see the options in your ribbon menu, you may need to switch to classic ribbon on the right side of your ribbon menu
3. Select the **Table Design** tab
4. On the left, in table style options, select **Header Row**
5. Select the **Table Layout** tab
6. Select **Repeat Header Rows** (may be under “Data”, depending on your display width), which will turn it gray
 - This will ensure that your table headings will be repeated at the top of any pages where the table crosses a page break
 - This feature is not available on Word for the web, and is only available in the desktop version

In the desktop version of Word, it is also possible to split a table manually by placing your cursor in the row you would like to be the new top row, then selecting **Table Layout>Split Table** in the ribbon. This will not repeat the header but does allow you to separately address subsections of your data, if needed.

For more information including trainings and resources, visit [Texas Tech's Digital Accessibility Website](#).