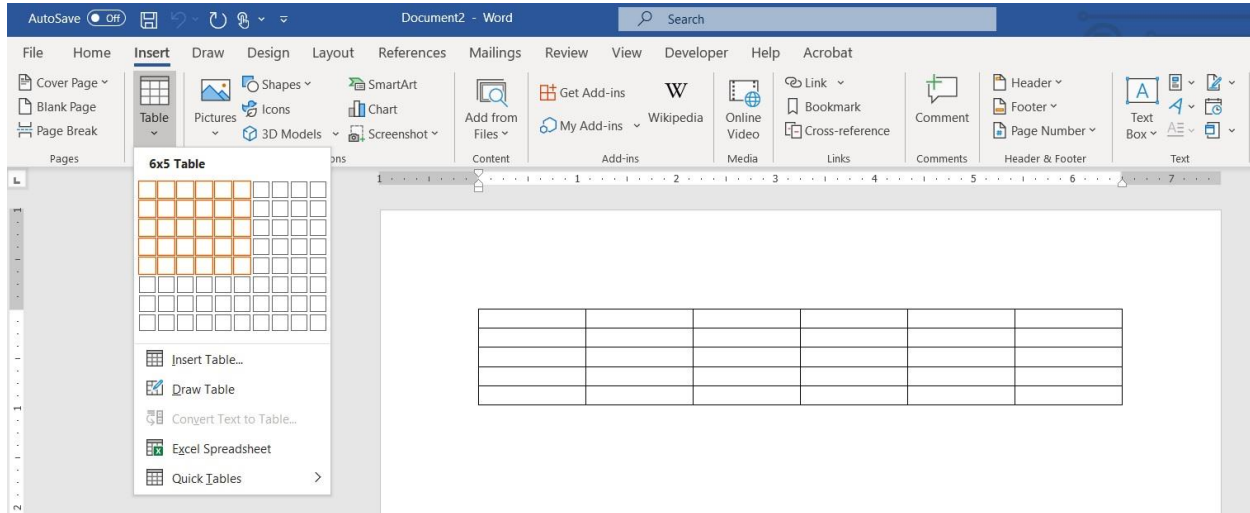# Creating an Accessible Table
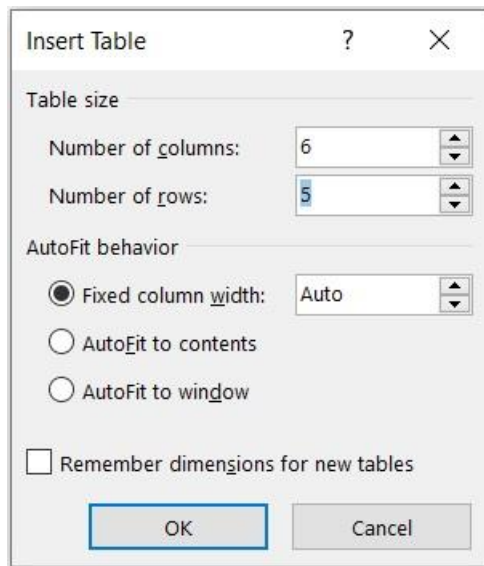
Follow these steps to create an accessible table in Microsoft Word:

Insert a table.

Select "Table" in the "Insert" tab located in the ribbon. Then, select the number of rows and columns by highlighting the boxes on the grid.
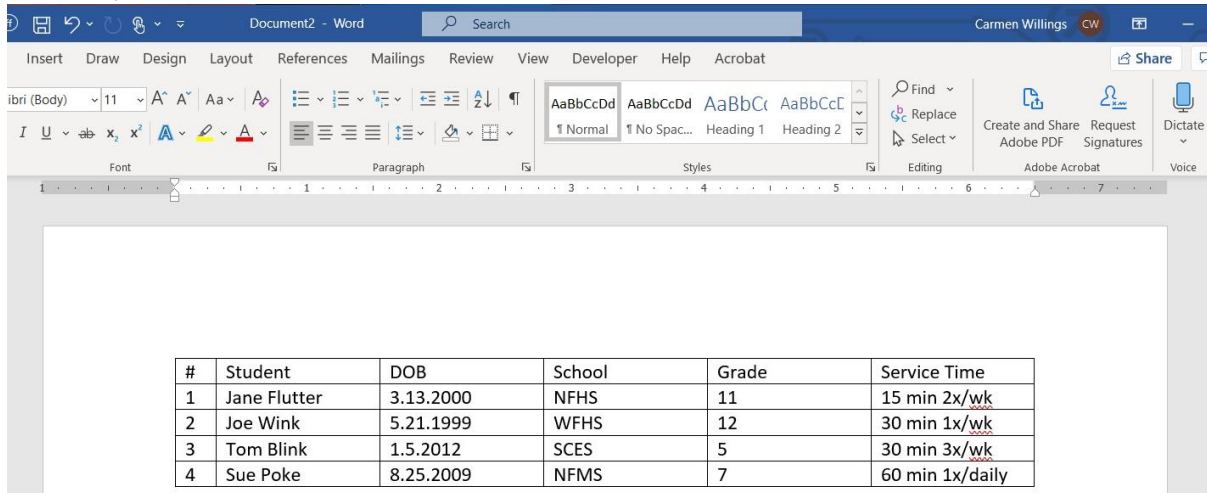

Alternatively, select "Insert Table" and a dialog box will open where you can enter the number of columns and rows. Here you can also select if you would like the columns to be a fixed width or autofit to contents or the window. Once finished, click "OK".

Enter your data into the table.

| #	Student	DOB	School	Grade	Service Time
1	Jane Flutter	3.13.2000	NFHS	11	15 min 2x/wk
2	Joe Wink	5.21.1999	WFHS	12	30 min 1x/wk
3	Tom Blink	1.5.2012	SCES	5	30 min 3x/wk
4	Sue Poke	8.25.2009	NFMS	7	60 min 1x/daily

Enter a Caption

Determine if your table needs a caption as not every table requires a caption. Captions help users to find a table and understand what it's about and decide if they want to read it. For publications and papers written for classes or submitted for publication, every table and figure should include a caption. The caption for a table appears above the table.

To add a caption, title your table using the caption tool. In the ribbon, select the "references" tab and then select "insert caption". A popup window will open. Type the title of the table in the "Caption" textbox. In the label option, select "table". Then select OK.
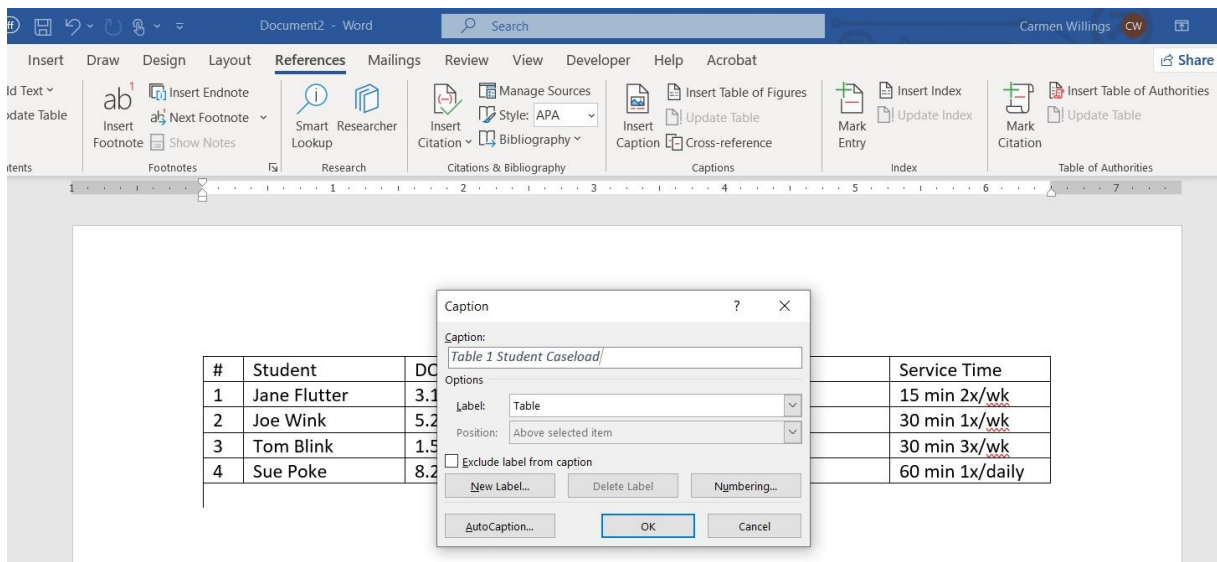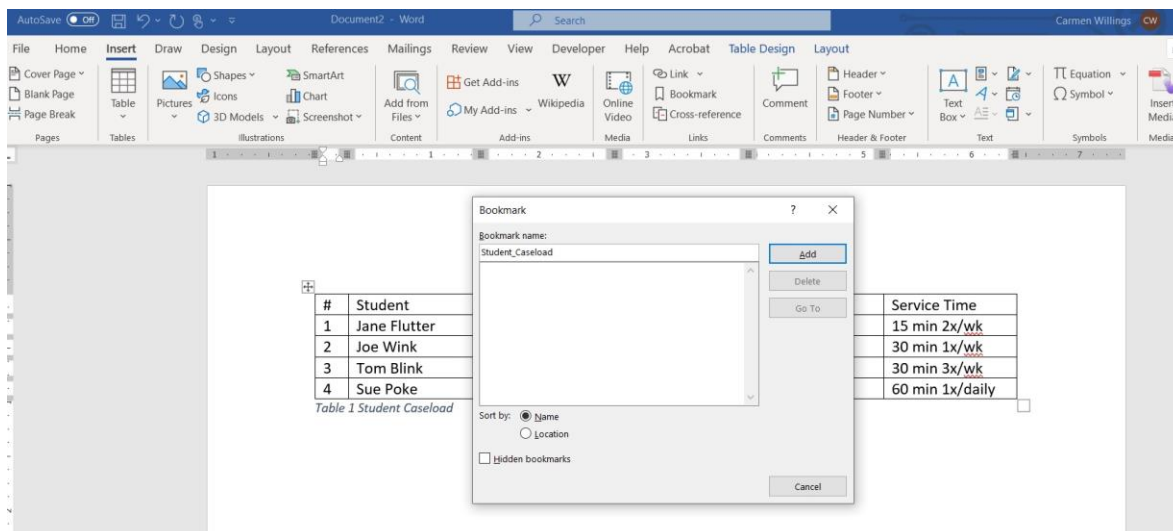
Creating an Accessible Table

Identify the Header Row

Select the top row of the table and right click. Choose "Table Properties". In the popup window, select "Row" in the tab and check "repeat as header row at the top of each page" and unselect "allow row to break across pages". Then select OK.
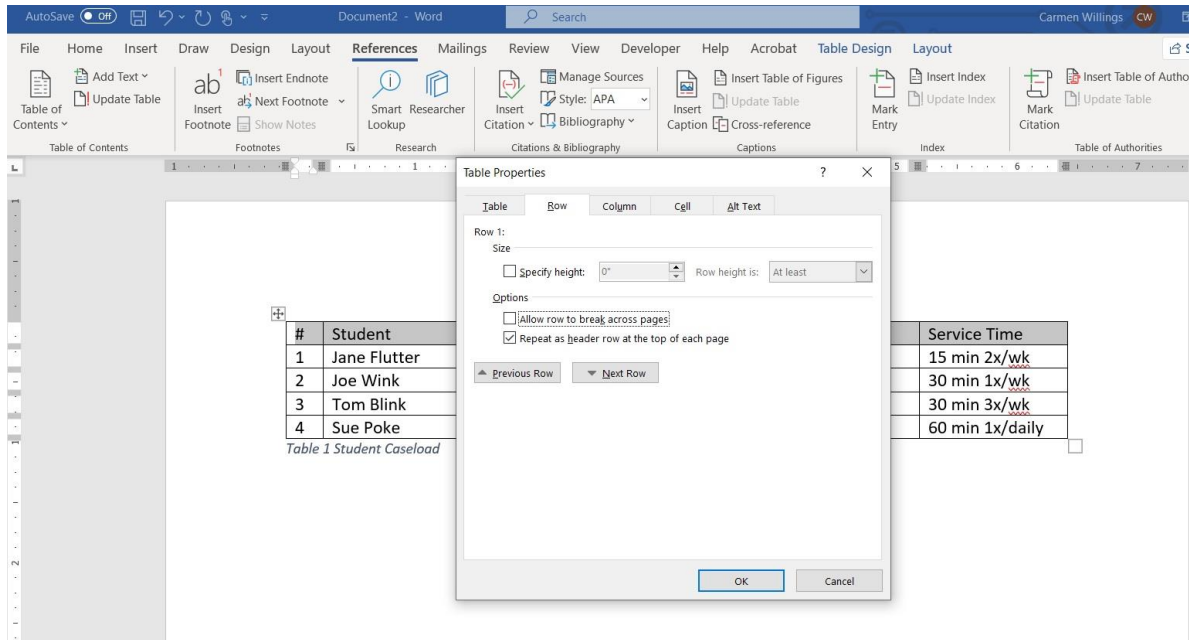
Add a Bookmark

Place the cursor inside the first cell of the header. In the insert tab in the ribbon, select "bookmark". In the bookmark name textbox, type the title of the table. Use underscores instead of spaces.

Creating an Accessible Table

Add an Alt Tag description to Table

Right click on the Table and select Table Properties. In the popup window, select Alt Text. Type a description of the table. It is helpful to provide the size of the table (e.g. a 5x5 Table.)

Use the Accessibility Checker

In the Ribbon, select the Review tab, then select "Check Accessibility" to check for accessibility of document. The Accessibility Checker will appear on the right side of the screen and will display the inspection results. If there are accessibility issues, the errors will be listed along with suggestions on how to fix them.

#	Student	DOB	School	Grade	Service Time
1	Jane Flutter	3.13.2000	NFHS	11	15 min 2x/wk
2	Joe Wink	5.21.1999	WFHS	12	30 min 1x/wk
3	Tom Blink	1.5.2012	SCES	5	30 min 3x/wk
4	Sue Poke	8.25.2009	NFMS	7	60 min 1x/daily

Table 1 Student Caseload

Final Tips and Suggestions

- There are two types of tables, a layout table and a data table. Do not create a table using the Draw Table Tool option or create a page layout with a table. The logical reading order will be erroneous

- Do not merge or split cells as an individual using a screen reader will not know how the cells relate to rows and columns.

- Avoid using blank cells for formatting purposes. Instead, use the formatting tool to adjust the column width or height.