



Accessible Word Document Training

******The module names (Heading 2) are not voiced, but module section names (Heading 3) are. Any other non-voiced content is marked at the beginning and end with a double asterisk (**). Keyboard keys are listed as they appear on the keyboard (Ctrl, Alt, etc.).******

Module 5: Working with Tables

State of Minnesota Accessible Word Document Training. Module 5: Working with Tables. This course has no captions because the slide text provides the full transcript. Select the Next button to begin.

Audio Volume

Select the audio button to control the slide audio volume. If you want to turn off the narration, mute the audio with Ctrl +Alt + M.

About this Module

In this module you will learn:

- How to create a new table
- How to format your table for accessibility
- And best practices for table accessibility.

Tables

Tables are an excellent way to organize data, but they must be formatted properly to make them accessible. Sighted people can see how a table is organized but imagine if you could only hear tabular information read aloud.

- Only use tables for displaying data, not to help you layout your document. For example, if you need two columns of text, use the columns feature and not a two-column table.
- Keep your table simple. Complex tables can be hard for all users to interpret.

Creating a New Table

To create a new table in Word using a mouse:

1. Open the Insert tab.
2. Select the Table button.
3. Select the Insert Table option from the drop-down menu.
4. Enter the number of rows and columns you would like for your table
5. And select the OK button to insert your table.

To create a table using the keyboard:

1. Activate the ribbon by pressing the Alt Key.
2. Press N to select the Insert tab.
3. To select the Table button, press T and then I to display the Insert Table window.
4. Enter the number of rows and columns you would like for your table.
5. And select OK.

Formatting Tables

Once you create a new table, it takes a few quick steps to make it accessible.

First, you'll want to give your table a header row. This helps orient a screen reader user to their location in the table.

Next, you'll want to turn on the Repeat Header Rows setting. This setting makes it visually easier to track tables that span multiple pages by copying the header row to the top of the table on subsequent pages.

To format a table:

1. Select the table or place your cursor anywhere inside the table to activate the table tabs in the ribbon.
2. Open the Table Design tab.
3. Under the Table Styles Options group, verify that the Header Row check box is checked. The keyboard shortcut for this action is Alt, J, T.
4. If the cells in your first column serve as row headers, leave the First Column box checked. Otherwise uncheck it (select M).
5. Next place your cursor in the header row and open the Layout tab in the table tools area of the ribbon.
6. Select Repeat Header Rows. The keyboard shortcut for this is Alt, J, L, J.

Best Practices

Here are some best practices to follow when making your table accessible in Word:

- Avoid merging table cells.
- Do not put the table title inside of the table. Place it above the table or create a table caption instead.
- Don't use blank rows or columns as spacers. Adjust the cell spacing instead.
- If you have a single table cell that splits into two cells due to a page break, uncheck the “Allow row to break across pages” feature in the table properties.
- Putting a dash (-) or N/A in blank cells makes it easier to remediate your document after converting to a PDF.

Example Tables

Below are two tables containing the same information, but one is formatted for accessibility and the other is not. Notice how the accessible table:

- Places the table title outside the table.
- Marks the header row.
- Doesn't use empty cells for spacing.
- And properly labels each data column.

Select each table to hear how the two tables are read differently by a screen reader.

****Inaccessible Example read by JAWS****

View the screen reader audio transcript under the Transcript tab on the left.

Table with seven rows and seven columns.

Row 1, column 1 through 7, Minnesota State Fair Fun Facts.

Row 2 column 1, column 2, column 3, attendance, column 4, column 5 New Foods, column 6, column 7. Best Selling Food.

Row 3, column 1, 2021, column two, column three, 1,301,584 column 4, column 5, 26, column 6, column 7, Sweet Martha's Cookie Jar.

Row 4, column 1, column 2, column 3, column 4, column 5, column 6, column 7.

Row 5, column 1, 2022, column 2, column 3, 1,842,222, column 4, column 5, 38, column 6, column 7, Sweet Martha's Cookie Jar

Row 6, column 1, column 2, column 3, column 4, column 5, column 6, column 7.

Row 7, column 1, 2023, column 2, column 3, 1,835,826, column 4, column 5, 34, column 6, column 7, Sweet Martha's Cookie jar.

****Inaccessible Example read by JAWS****

View the screen reader audio transcript under the Transcript tab on the left .

Table. Minnesota State Fair fun facts table with 4 rows and 4 columns.

Row 1, column 1 year, column 2 attendance, column 3 Number of New Foods, column 4 best selling food.

Row 2, year column 1, 2021, attendance column two 1,301,584, Number of New Foods column 3 26, Best selling food column 4, Sweet Martha's Cookie Jar.

Row 3, year column 1 2022, attendance column 2, 1,842,222, Number of New Foods column 3, 38, Best selling food column 4, Sweet Martha's Cookie Jar.

Row 4, year column 1, 2023, attendance column 2 1,835,826, Number of New Foods column 3, 34, Best selling food column 4, Sweet Martha's Cookie Jar.

Check for Understanding: Question 1

Choose your answer, then select Submit below.

Only use tables for organizing data, not for layout purposes.

- True
- False

****If True is selected****

Correct. Tables used for layout can be confusing for assistive technology users.

Please select Next to continue.

****If False is selected****

Incorrect. Tables used for layout can be confusing for assistive technology users.

Please select Next to continue.

Check for Understanding: Question 2

Choose the correct answer, then select Submit below.

Which of the following is not a best practice for formatting tables?

- Give your table a header row.
- Avoid merging cells.
- Put the table title outside of the table.
- Use extra rows or columns to create table spacing.

****If Give your table a header row is selected****

Incorrect. Table header rows are needed for screen readers to orient themselves in a table.

Please try again.

****If Avoid merging cells is selected****

Incorrect. Avoid merging cells as they can create confusion for screen readers.

Please try again.

****If Put the table title outside of the table is selected****

Incorrect. Put the table title outside of the table, either above it or added as a table caption. Table titles do not belong inside of the table.

Please try again.

****If Use extra rows or columns to create table spacing is used****

Correct. Adjust the cell spacing to create spacing in your table instead of adding extra rows or columns. Merged cells can be confusing for screen readers, table titles do not belong inside of the table, and table header rows are needed for screen readers to Orient themselves in a table.

Please select Next to continue.

Practice Document

You're now ready to apply what you've learned.

Download and follow the instructions in the Module 5 Practice Document.

In the next section, the set of questions allows you to review how you did.

A Module 5 Completed Practice Document is also available under the Resources tab above for you to check your work.

Review Question 1

Choose your answer, then select Submit below.

Is the table title outside of the table.?

- Yes.
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 1 help.

Table titles should not be part of the table. Place the title above the table in the body of the document, or create a table caption.

Please select Next to continue.

Review Question 2

Choose your answer, then select Submit below.

Is the header row marked in the table?

- Yes.
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 2 help.

To mark the header row:

1. Select the table or place your cursor anywhere inside the table to activate the table tabs in the ribbon.
2. Open the Table Design tab. (Alt, J, T)
3. Under the Table Styles options group, verify that the Header Row checkbox is checked (A). If unchecked, check the box (A).

Please select Next to continue.

Review Question 3

Choose your answer, then select Submit below.

Is the table formatted so that the header row will repeat at the top of each page?

- Yes.
- I need help.

****If Yes is selected****

Well done. Please select Next to continue.

****If I need help is selected****

Review question 3 help.

1. Place your cursor in the top row of the table.
2. Open the Layout tab table version (Alt, J, L).
3. Verify Repeat Header Row is selected in the Data group on the far right. If not, select it (J).

Please select Next to continue.

Lesson Complete

Congratulations! You successfully completed Module 5 Working with Tables.

The Office of Accessibility would like to thank you for your hard work. Additional resources, such as a summary guide for this module, are available in the Resources menu in the top right.

Click the Exit button to continue with the course.