Microsoft Word Table Accessibility Cheat Sheet

By following this checklist, you can make sure that your tables in Microsoft Word follow Division accessibility requirements.

☐ I have identified the header and tabular data.

☐ I have added alternative text.

☐ I have added a table caption.

☐ My table is structured in a logical reading order.

☐ I have used the "Insert Table" tool instead of the "Draw Table" tool.

☐ I don't have any nested cells, merged cells, or split cells.

☐ My table isn't used for design layout.

Need More Help?

If you are still having trouble making your tables accessible, or you have questions, please contact us by email.

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