

## Accessibility Tip of the Week: Using Tables in Word

Using tables to represent data is a must in Word for accessibility purposes. An example of this is the following:

<b>Student Name</b>	<b>Exam 1 Grade</b>	<b>Exam 2 Grade</b>	<b>Exam 3 Grade</b>
Jude Andrade	75	82	80
Arjun Wells	88	86	90
Lauren Farmer	65	70	72
Jan Alvarado	88	98	97
Alicia Mejia	85	84	87
Chris Barber	67	70	72

This looks like it could be a table but it is just a text box and the spacing is created using the tab key. This makes it very difficult to navigate with a screen reader.

A way to fix this is to use the Insert Table tool and display as the following:

<b>Student Name</b>	<b>Exam 1 Grade</b>	<b>Exam 2 Grade</b>	<b>Exam 3 Grade</b>
Jude Andrade	75	82	80
Arjun Wells	88	86	90
Lauren Farmer	65	70	72
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