

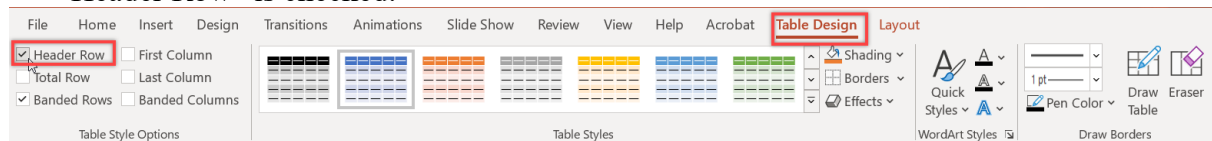
# Accessible Tables in PowerPoint

Tables organize information and make it easier to process. Ensuring that tables are accessible for PowerPoint involves table structure and heading rows.

The structure of a table needs to be consistent; each column should have the same number of rows. Tables should not have any combined or split cells. Consider breaking complex tables into multiple, smaller tables so that you can keep the structure consistent.

Tables need to have heading rows. Assistive Technology requires certain information to properly identify how to process and read the information within tables. A header tells assistive technology that the next element in the document is a table and how to properly process it. All tables require headers even if the tables are only used to arrange text.

1. Locate the table in your file, and place the cursor in the top row of the table
2. At the top of the Ribbon the “Table Design” menu will appear. Ensure that the box for “Header Row” is checked.



Do not use images of tables in PowerPoint slides. Using an image of a table makes all the data inaccessible to assistive technology. The only time it is acceptable to use an image of a table is if you could delete all the data or replace it with gibberish and still have the table be meaningful, i.e. an image of a table representing a schedule where the actual schedule is irrelevant.

Copying tables into PowerPoint can change the shading and color do to PowerPoint’s default options. To keep the original formatting follow these steps.

1. Right click into the slide where you want to paste the table.
2. In the top portion of the drop down menu there is a portion labeled “Paste Options”. Chose the second option. When you hover over it a label will appear with the text “Keep Source Formatting”

