



Table Guidelines for PowerPoint

Avoid tables and present the data another way, like with headings and paragraphs. Tables in PowerPoint files are a challenge for people who use screen readers to understand. If you must have a table in your presentation, use:

- The following guidelines to make sure your table is as accessible as possible.
- The default table that the HHS branded and accessible PowerPoint templates insert.

Tables are for Data, Not Layout.

A question to consider when designing a table is, "Are you using a table to position elements in a document?" If the answer is yes, then you are trying to use a table for layout. The information presented in a layout table is not announced logically for people who use screen readers. Layout tables do not represent or imply any relationship among content. Avoid using layout tables.

Fruits (Example of a Layout Table)

Raspberry	Blackberry	Strawberry
Pineapple	Grapes	Kiwi
Pomegranate	Orange	Apple
Banana	Cherries	Cantaloupe

To make the information in the above example layout table accessible we will use a new slide that has a title and one content placeholder.

Fruits

- Raspberry
- Blackberry
- Strawberry
- Pineapple
- Grapes
- Kiwi
- Pomegranate
- Orange
- Apple
- Banana
- Cherries
- Cantaloupe

9

Keep Tables Simple

Simple tables do not have:

- More than one row or column header.
- Merged:
 - ▶ Rows
 - ▶ Columns
 - ▶ Cells
- Split cells

Set Table Style Options

You can adjust the table to accommodate your simple table design.

1. Insert your cursor in the table.
2. Click the **Table Tools Design** tab.
3. In the **Table Style Options** group, check the **Header Row** or **First Column** check box or both if needed.

