

# Microsoft Word Requirements Checklist

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## 3.0 Document Tables

### 3.1 Are tables being used to create a tabular structure (not tabs or spaces)?

To maintain 508-compliance, tables must only be used for presenting data tables. They are not to be used as stylistic or spacing elements.

Example of Incorrect Table Usage:

My Document		
Here is a paragraph of text within a table cell. This is incorrect because this table isn't actually displaying data in a tabular structure, but instead using the table for formatting.		This is table cell containing text and not part of a data table. I've used a table for stylistic & spacing formatting which are <b>NOT</b> 508 compliant. Additionally, the top row is a merged cell – another violation.

Example of Correct Table Usage:

Date	Sales	Profit
1/1/13	14	\$28
1/2/13	9	\$18
1/3/13	12	\$24

Table 1: Sample Data Table

### 3.2 Do all tables have a logical reading order from left to right, top to bottom?

To ensure compliance and coherence using an accessibility reader, tables must read from left to right and top to bottom.

### 3.3 Do data tables have the entire first row designated as a “Header Row” in table properties?

Data tables must have their first row as the designated Header Row. To configure this, right click in your table and select Table Properties. In the resulting dialog box, select the Row tab, and then use the buttons titled Previous Row or Next Row to select the top row. Once selected, check the box titled Repeat as header row at the top of each page and press OK (see screenshot).

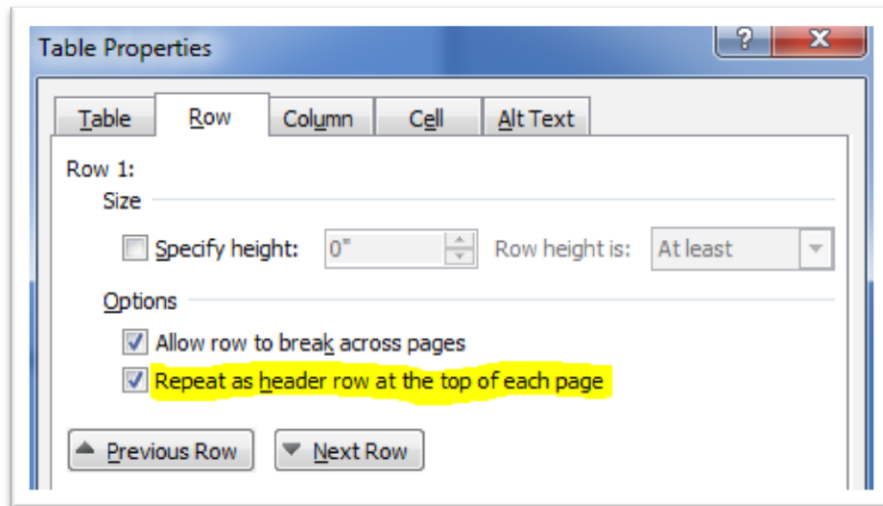


Figure 1: Table Properties

### 3.4 Is the table free of merged cells?

Merged cells are prohibited in 508 compliant documents. Below is an example of a table with a merged cell.

Normal cell	Merged cell	
Normal cell	Normal cell	Normal cell

### 3.5 Are all tables described and labeled (where appropriate)?

When tables are used, they should be accurately described and labeled. However, there are cases where describing and labeling isn't necessarily needed. For example, a small data table may be self-explanatory and a description will be redundant.

### 3.6 In table properties, is “Allow row to break across pages” unchecked?

Tables must have “Allow row to break across pages” unchecked in their table properties. Failure to do so will result in an inaccurate representational output from the screen reader. Access the table properties by right-clicking in the table and select Table Properties. In the resulting dialog box, select the Row tab, then uncheck Allow row to break across pages and press OK (see screenshot).

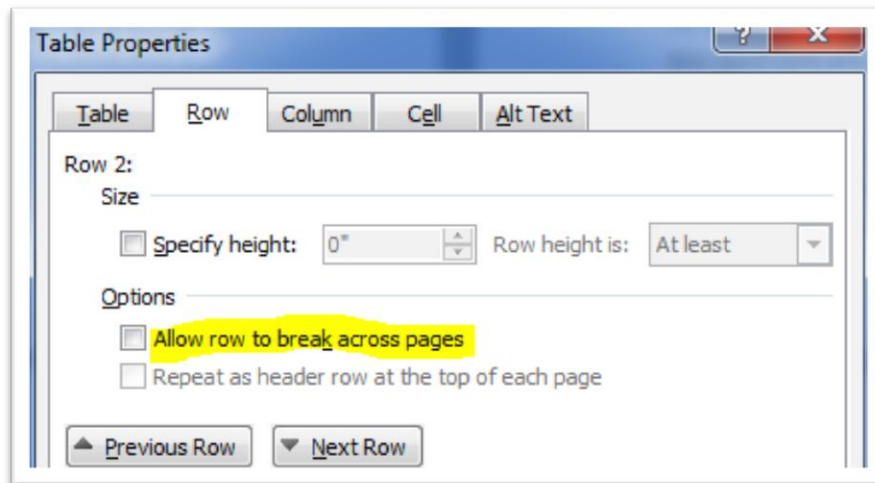


Figure 2: Table Properties