Tables Presentation

Welcome

Introduction

When I first began…

Experience with tables:

0: I do not know anything about tables

1: I do it occasionally, but need to refer to my notes

2: I could teach this workshop

Agenda:

Creation of 2 different tables in Word

Best Practices for Microsoft

Convert Word Doc to PDF

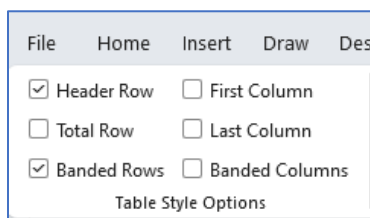And work on remediation

Questions

Why use tables?
Header row
Creation of tables

Simple Data Table

Marra's Weekday Pizzeria

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese	Cheese	Olives	Mushrooms	Pineapple
Pepperoni	Sausage	Sausage	Bacon	Ham and Pineapple

1. Picture
2. Tab for order
3. Headers 1st row. Not first column.

Complex tables

Cannot be made accessible in Word.

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese		Olives	Mushrooms	Pineapple
Pepperoni	Sausage		Bacon	Ham and Pineapple

Monthly Movie Club

	Student		Adult	
	Monthly Price	Annual Price	Monthly Price	Annual Price
One movie per month	$10	$100	$20	$200
Discount for Auto Debit	Yes			
One family pass per month (4 passes)	$20	$200	$50	$500

Break up in separate tables as a solution for Word

Best Practices for Microsoft:

Merged Cells

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese		Olives	Mushrooms	Pineapple
Pepperoni	Sausage		Bacon	Ham and Pineapple

Blank Cells

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese		Olives	Mushrooms	Pineapple
Pepperoni	Sausage			Ham and Pineapple

Caption

| Marra's Weekday Pizzeria				
Monday	Tuesday	Wednesday	Thursday	Friday
Cheese	Cheese	Olives	Mushrooms	Pineapple
Pepperoni	Sausage	Sausage	Bacon	Ham and Pineapple

1. Right click on table, then Insert Caption

Color Usage contrast/designation   webaim.org

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese	Cheese	Olives	Mushrooms	Pineapple
Pepperoni	Sausage	Sausage	Bacon	Ham and Pineapple

items are gluten free

Tables properties
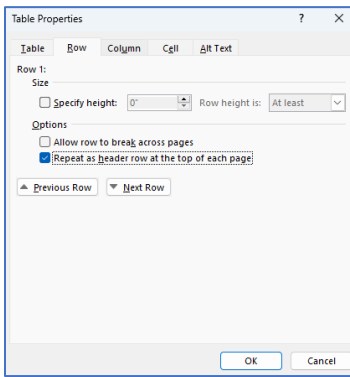
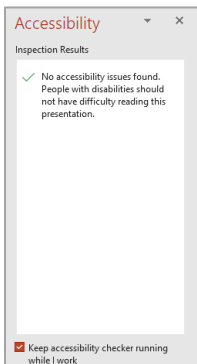## Single Table Per Sheet-Sheet 1 (Excel)

Student Debt 1950-70	
Year	Debt
1950	200
1960	300
1970	500

Meaningful tab names (Excel)

Fall Term Scores 2022	Spring Term Scores 2023

Unicode symbols

Average Scores in Middle School	
Grade	Math
6th	88
7th	≤86
8th	≤91

Accessibility Checker, simple tables

Convert Word Doc to PDF

Do not use Print to PDF.

Work on Remediation

1. Review Tags panel for table.
2. Use Reading Order to set the scope.
3. Autogenerate cell IDs.
4. Associate header IDS for data.
5. Run Accessibility Checker.

Remediation Tools

Questions

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Resources

[Section 508 Creating Accessible Documents](#)

[Section 508 Training Videos](#)

[WebAIM](#)

[Section 508 Color Contrast](#)