

# Word 2019 with JAWS

## Selecting Rows and Columns in a Table



You can format data inside a table in much the same way as you do anywhere else in your document. For example, you can change the font and point size of text, change the alignment and line spacing, cut/copy text and then paste elsewhere in the table and much more. However, before you can perform any of these operations, you must first select the desired cell, row or column.

To select a row or column in a table, follow these suggested steps:

1. Ensure that the cursor is anywhere in the row or column you wish to select.
2. Press the **Applications Key** (this key is to the left of the **CTRL** key on the right side of the QWERTY part of the keyboard). Upon doing this, a menu will be displayed which includes options applicable to working with a table.

**Note 1:** If your keyboard does not have an Applications Key, then you can press **SHIFT and F10 instead** to display the menu.

3. Press **DOWN ARROW** or **UP ARROW** until the **Select** sub-menu is selected and then press **ENTER**. Upon doing this, its associated menu options will be displayed.
4. Press **DOWN ARROW** or **UP ARROW** until you have selected either **Row** or **Column**, depending on what you want to select.
5. Finally, press **ENTER**. Upon doing this, the row/column will be selected in your table.

**Note 2:** When a row is selected in a table, you can select the row below by holding down the **SHIFT** key and pressing **DOWN ARROW**. Alternatively, you can select the row above by holding down the **SHIFT** key and pressing **UP ARROW**. This can be useful if you wish to format multiple rows. To deselect the row/s, press **LEFT ARROW**. Upon doing this, the cursor will be positioned at the beginning of the upper-most selected row.

**Note 3:** When a column is selected in a table, you can select the column to the right by holding down the **SHIFT** key and pressing **RIGHT ARROW**. Alternatively, you can select the column to the left by holding down the **SHIFT** key and pressing **LEFT ARROW**. Again, this can be useful if you wish to format multiple columns. To deselect the column/s, press **LEFT ARROW**. Upon doing this, the cursor will be positioned at the top of the left-most selected column.