

Word 365 with JAWS

Deleting Rows and Columns from a Table



From time-to-time, when working with tables in Word 365, it is likely that you will need to delete a row or a column. This document outlines the steps involved!

Deleting a Row

To delete a row from a table in Word 365, in conjunction with JAWS, follow these suggested steps:

1. Ensure that the cursor is positioned in the row you wish to delete.
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 **Delete Cells...** menu option is selected and then press **ENTER**. Upon doing this, the **Delete Cells** dialog box will be displayed.
4. In the **Delete Cells** dialog box, focus will be in a group of radio buttons, with the selected option being **Shift Cells Left**. Press **DOWN ARROW** or **UP ARROW** until the **Delete Entire Row** radio button is selected and then press **ENTER**.

That's it, the row will now be deleted from your table!

Deleting a Column

To delete a column from a table in Word 365, in conjunction with JAWS, follow these suggested steps:

1. Ensure that the cursor is positioned in the column you wish to delete.
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 2: 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 **Delete Cells...** menu option is selected and then press **ENTER**. Upon doing this, the **Delete Cells** dialog box will be displayed.
4. In the **Delete Cells** dialog box, focus will be in a group of radio buttons, with the selected option being **Shift Cells Left**. Press **DOWN ARROW** or **UP ARROW** until the **Delete Entire Column** radio button is selected and then press **ENTER**.

That's it, the column will now be deleted from your table!