

Word 365 with JAWS

Entering Text into a Table



You enter text into a table in the same way as entering text elsewhere in your document. If you make a mistake whilst typing, press **BACKSPACE** to delete the incorrect character/s and then re-type the correct text.

To create a new line in a cell, press **ENTER**. When doing this, the row height will be increased to accommodate the new line. There is no limit to the amount of lines you can have in a cell!

Depending on the type of information you are entering into your table, it might not be necessary to create a new line. Word 365 automatically wraps any text which exceeds the width of the cell onto a new line! However, when entering addresses, you will need to create a new line for each line of the address.

Note: When navigating a table using **TAB** or **SHIFT and TAB**, Microsoft Word automatically selects any text in the current cell. Be careful, as you can accidentally delete or overwrite the text when it is selected. If you want to amend text that is selected in a cell, first press **LEFT ARROW**. **Upon doing this, the selection will be removed and the cursor will be positioned at the beginning of the text in that cell.** You can then amend the text as necessary, using standard navigation and editing techniques.