Word 365 with JAWS
Inserting a Table

Tables are most commonly used to display complex data in a structured and easy to understand manner. For example, a table could be used to display names and addresses, league tables or information associated with accounting.

To insert a table into a Word 365 document, in conjunction with JAWS, follow these suggested steps:

1. Move the cursor to the place in your document where you would like the table to appear.

2. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected tab.

3. Press **RIGHT ARROW** or **LEFT ARROW** until the **Insert** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected control. This should be the "Comments" button.

4. Press **TAB** until the **Tables** sub-menu is selected. Upon doing this, JAWS will say "Tables group box, table sub menu grid". When you have located this sub-menu, press **ENTER** to display its associated dropdown menu.

Note: When you press **ENTER** on the **Table** sub-menu, focus moves into a grid of possible table layouts. There are many of these to choose from. However, locating a layout which meets your requirements may be rather cumbersome and confusing, so it is not recommended to insert a table using the grid.

5. Press **UP ARROW** until the **Insert Table...** menu option is selected and press **ENTER**. Upon doing this, the **Insert Table** dialog box will be displayed.

An alternative method of choosing a control from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Insert Table** dialog box are as follows:

ALT followed by **N** then **T** then **I**

6.   In the **Insert Table** dialog box, focus will be in the **Number of Columns** edit/spin box. The default value will be set to 5. You can either type the number of columns you require, or press **DOWN ARROW** or **UP ARROW** to adjust the number of columns. Once you have specified the number of columns for your table, press **TAB** to move focus to the **Number of Rows** edit/spin box.

7.   In the Number of Rows edit/spin box, the default value will be set to 2. Type the number of rows you require, or adjust the value using **DOWN ARROW** or **UP ARROW**.

8.   Finally, once you have specified the number of columns and rows for your table, press **ENTER** to choose the **OK** button and close the **Insert Table** dialog box. Upon doing this, the table will be inserted into your document at the cursor position. JAWS will announce something like "Table 1, Uniform Table", and will then announce the row and column number in which the cursor is positioned.

That's it, you have successfully inserted a table into your document!