

# Word 365 with JAWS

## Inserting Rows and Columns in a Table



When working with tables in Word 365, it is often necessary to insert additional rows and columns. This document outlines the steps involved to insert rows and columns into a table in Word 365, in conjunction with JAWS.

### Inserting a Row

It is often necessary to add another row to a table. The quickest way in which to do this is to move the cursor to the last cell in the table and then press **TAB**. Upon doing this, the new row will be inserted immediately below the previous last one, and the cursor will be positioned in the first cell of the row.

There are two restrictions with this method however. The first is that you have no control over where the row is inserted - it is inserted at the end of the table - and the second restriction is that the cursor must be in the last cell in the table for this method to work.

Word 365 provides you with the ability to add new rows, regardless of where the cursor is positioned in your table. To insert a new row, follow these suggested steps:

1. Ensure that the cursor is in the row above or below where you wish the new row to be inserted.
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 **Insert** sub-menu is selected and then press **ENTER**. Upon doing this, its associated sub-menu will be displayed.
4. Press **DOWN ARROW** or **UP ARROW** until you have selected either **Insert Rows Above** or **Insert Rows Below, depending on your requirements**, and then press **ENTER**. Upon doing this, the new row will be inserted!

**Note 2:** When you insert a new row into a table, it will be selected. To deselect the row, press **LEFT ARROW**. Upon doing this, the cursor will be positioned in the first cell of the row.

## Inserting a New Column

From time to time, you will want to add a new column to your table. Word 365 provides you with the ability to add new columns, regardless of where the cursor is positioned in your table. To insert a new column, follow these suggested steps:

1. Ensure that the cursor is in the column to the left or right of the column you wish the new column to be inserted.
2. Press the **Applications Key**, or **SHIFT and F10**. Upon doing this, a menu will be displayed which includes options applicable to working with a table.
3. Press **DOWN ARROW** or **UP ARROW** until the **Insert** sub-menu is selected and then press **ENTER**. Upon doing this, its associated sub-menu will be displayed.
4. Press **DOWN ARROW** or **UP ARROW** until you have selected either **Insert Columns to the Left** or **Insert Columns to the Right, depending on your requirements**, and then press **ENTER**. Upon doing this, the new column will be inserted!

**Note 3:** When you insert a new column into a table, it will be selected. To deselect the column, press **LEFT ARROW**. Upon doing this, the cursor will be positioned in the first cell of the column. The width of each column in the table is automatically adjusted to accommodate the new column.