

Lesson 5 Accessibility Tables and Hyperlinks

Tables

The use of tables in documents help to make large amounts of data easy to understand for everyone. The reader can make sense of the data when the data includes effective headings. If the table stretches over several pages, it is important to include headings on each page (1).

Salesperson	Product	Region	Customer	Date	Item Cost
Maughlin, Gordon	Captain Recliner	NE	B&B Spades	01/02/11	\$ 240.95
Norman, Rita	Media Armoire	SE	Home USA	01/03/11	\$ 340.95
Christensen, Jill	Bamboo End Table	NW	Ellington Designs	01/04/11	\$ 79.99
Norman, Rita	Bamboo Coffee Table	SE	Designs	01/05/11	\$ 169.95
Synder, Alex	Bamboo End Table	SE	B&B Spades	01/05/11	\$ 79.99
Owen, Robert	Chameleon Couch	SW	Designs	01/07/11	\$ 299.95
Mayhew, Susan	Bamboo End Table	NE	Home USA	01/08/11	\$ 79.99
Norman, Rita	Chameleon Couch	SE	Home USA	01/08/11	\$ 299.95

Salesperson	Product	Region	Customer	Date	Item Cost
Norman, Rita	Media Armoire	SE	Home USA	01/08/11	\$ 340.95
Norman, Rita	Media Armoire	SE	B&B Spades	01/11/11	\$ 340.95

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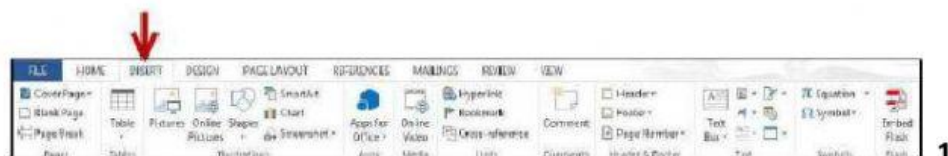
Note: Screen reading software has difficulty reading tables that have rows with different heights, and have varying number of columns in the various rows. Avoid creating tables with the tab key.

Hyperlinks

When inserting a hyperlink in a document, the hyperlink will be more effective. If the user sees a descriptive title for the URL e.g. If you have a link to [Oxford University](#), in your document, it would be more effective to use [Oxford University](#) instead of a non-descriptive text such as, [Click Here](#).

To insert a *Hyperlink* into your document:

1. Click on the **Insert** button tab (1)

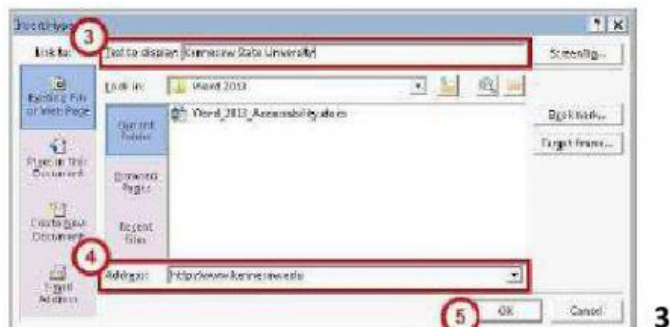


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2. In the **Links** grouping, click on **Hyperlink** (2)



3. The **Insert Hyperlink** window will appear. In the Text to display, field, type the **Descriptive title** for the **URL** (3)



4. In the address:field, type the **URL** for the **webpage** you wish to insert into the document (3).

5. Click on **OK**. (3)

6. Your **Hyperlink** will be added to your document.

Questions

1. What are the steps to add a hyperlink to your document?
2. Why is it important to have a table on a document that has a lot of headings and columns?