

## 2 ways to repeat title bars in Word for tables

Repeating titles in Word is essential when you have a data table that is many pages long. Repeating the table title on the next page will help readers easily understand the content in each column. There are 2 ways to repeat the title bar in a Word table: using Repeat Header Rows and customizing in Table Properties.

There are 2 ways to repeat the title bar in a Word table: using Repeat Header Rows and customizing in Table Properties. Below TipsMake.com will guide you through both of these methods.

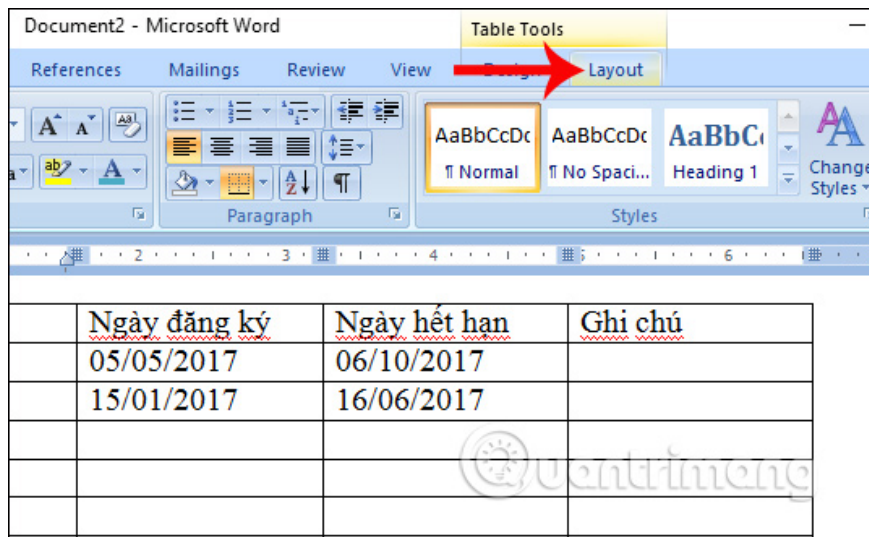
The article below is done on Word 2007, Word 2010, Word 2016, Word 2013, Word 2019 versions, you do the same because the interface is no different.

### Method 1: Repeat Header Rows feature

This is a feature available in Table Tools on Word 2007 and later versions.

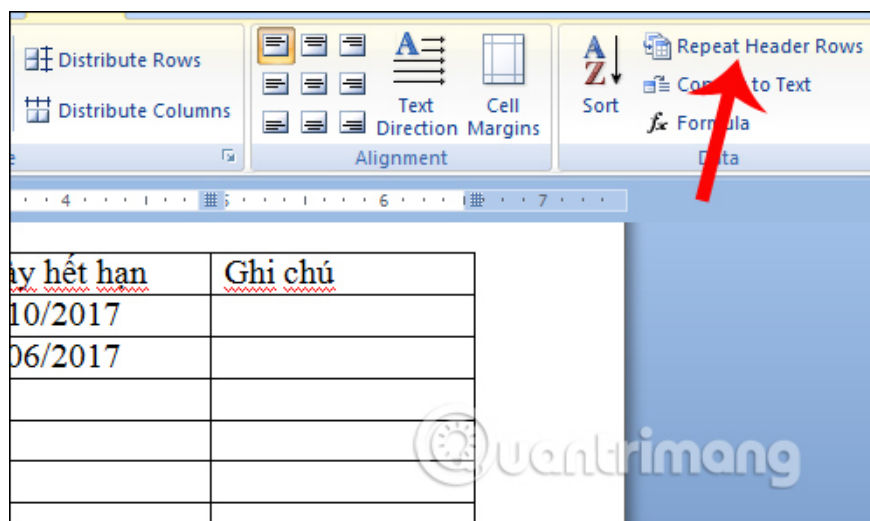
#### Step 1:

First, open the document you want to repeat the title bar or create a new working table. Next, place the cursor on any title line on the first Header bar, then in the **Table Tools** section , select **the Layout tab** .

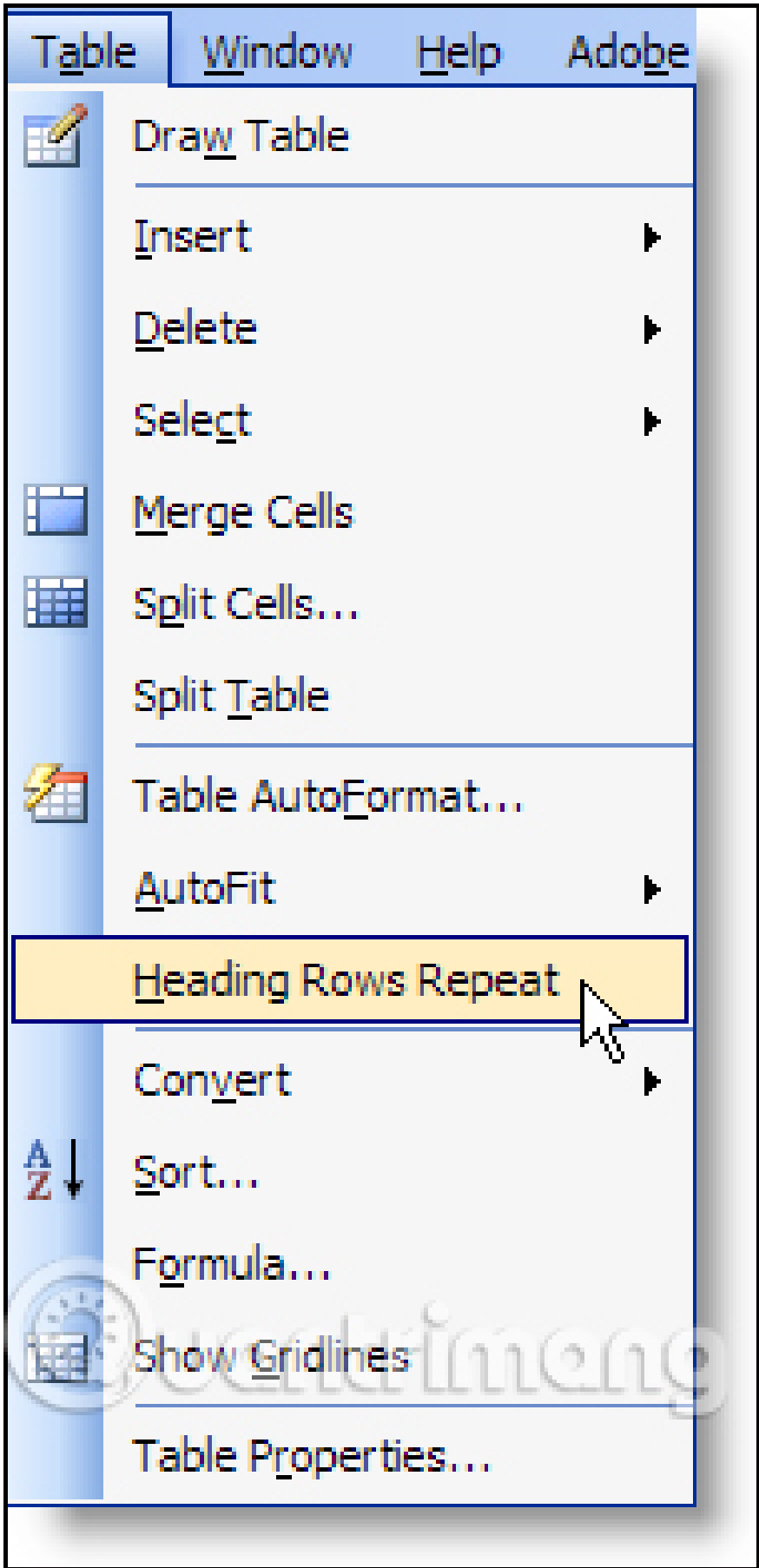


#### Step 2:

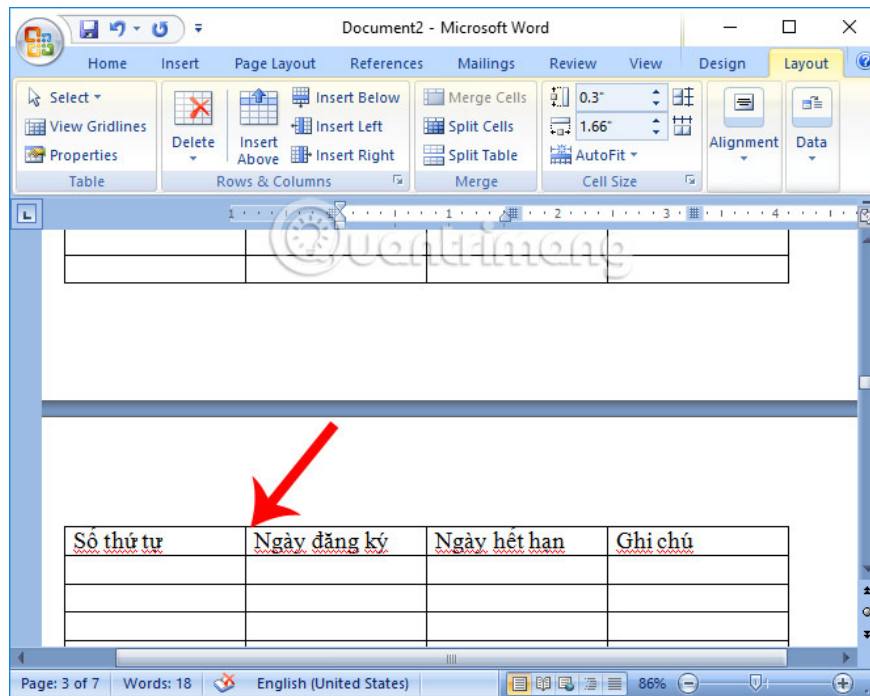
In the Layout options list, users click on the **Repeat Header Rows** feature , repeating the title bar in the columns in the list table.



With **Word 2003** , we will click on **the Table tab** and select **Heading Rows Repeat** as shown below.



Immediately after that, the title lines in each column on the first page will appear in each column for the following pages.



## Method 2: Customize in Table Properties

In case you cannot use the Repeat Header Rows feature, you can adjust it in the Table Properties section of each table.

### Step 1:

First, you need to **highlight the entire title line** on the first page, right-click and select **Table Properties** .





However, if you do it manually, copying the title line in each column for the remaining pages takes a lot of time, especially multi-page documents. In this case, the title bar repeat feature available in Word will help you quickly process the titles in each column. These features will help the title bar to be repeated on future pages, without having to do it manually.

Above is a tutorial on how to repeat the title line on each table page in Word. With two different ways through the Repeat Header Rows feature or the Table Properties page option, the task of processing tables with content on multiple pages will become simpler, and also help viewers easily follow the content. in each column in the table.

Wishing you success!

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