

How to repeat the title bar in the Word list table

When adding titles in columns in the list table on Word, viewers can easily follow the content. The Repeat Header Rows feature in Word will help you do that.

When working with tables on Word, especially tables with long content columns, it is more difficult to observe the title bars from the 2nd page onwards. They will be hard to keep track of what the title in each column is. To make it easier for others to grasp the content of the list, we will repeat the whole bar fields in the columns for the next pages.

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

The following article is done in Word 2007. The remaining versions of Word we do the same.

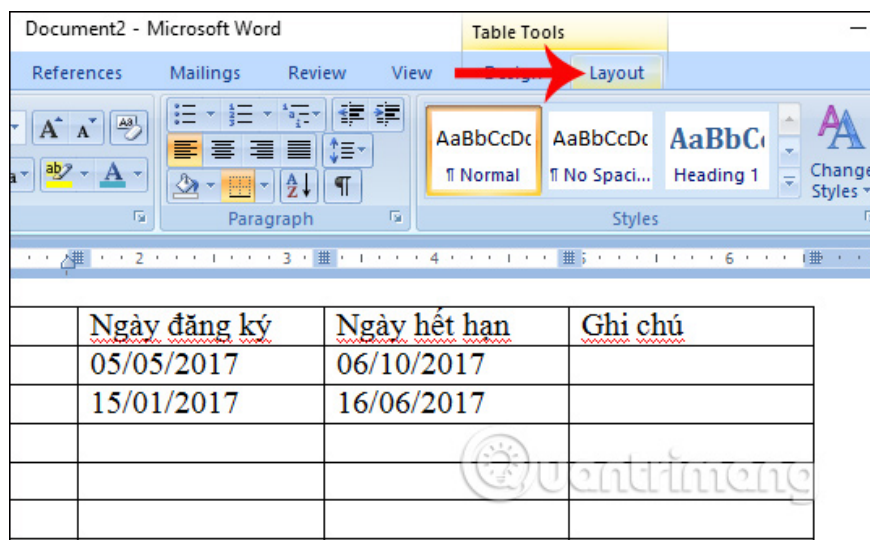
Video tutorial to repeat the title on the Word table

Method 1: Repeat Header Rows feature

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

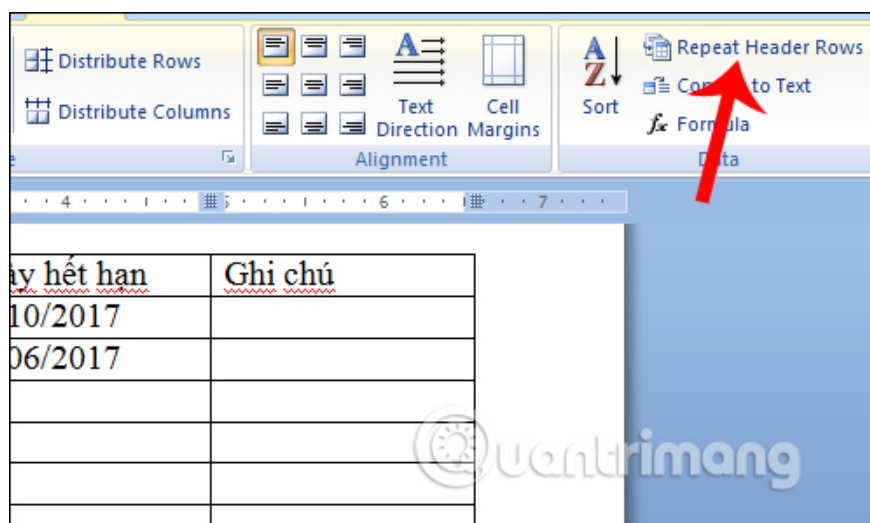
Step 1:

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

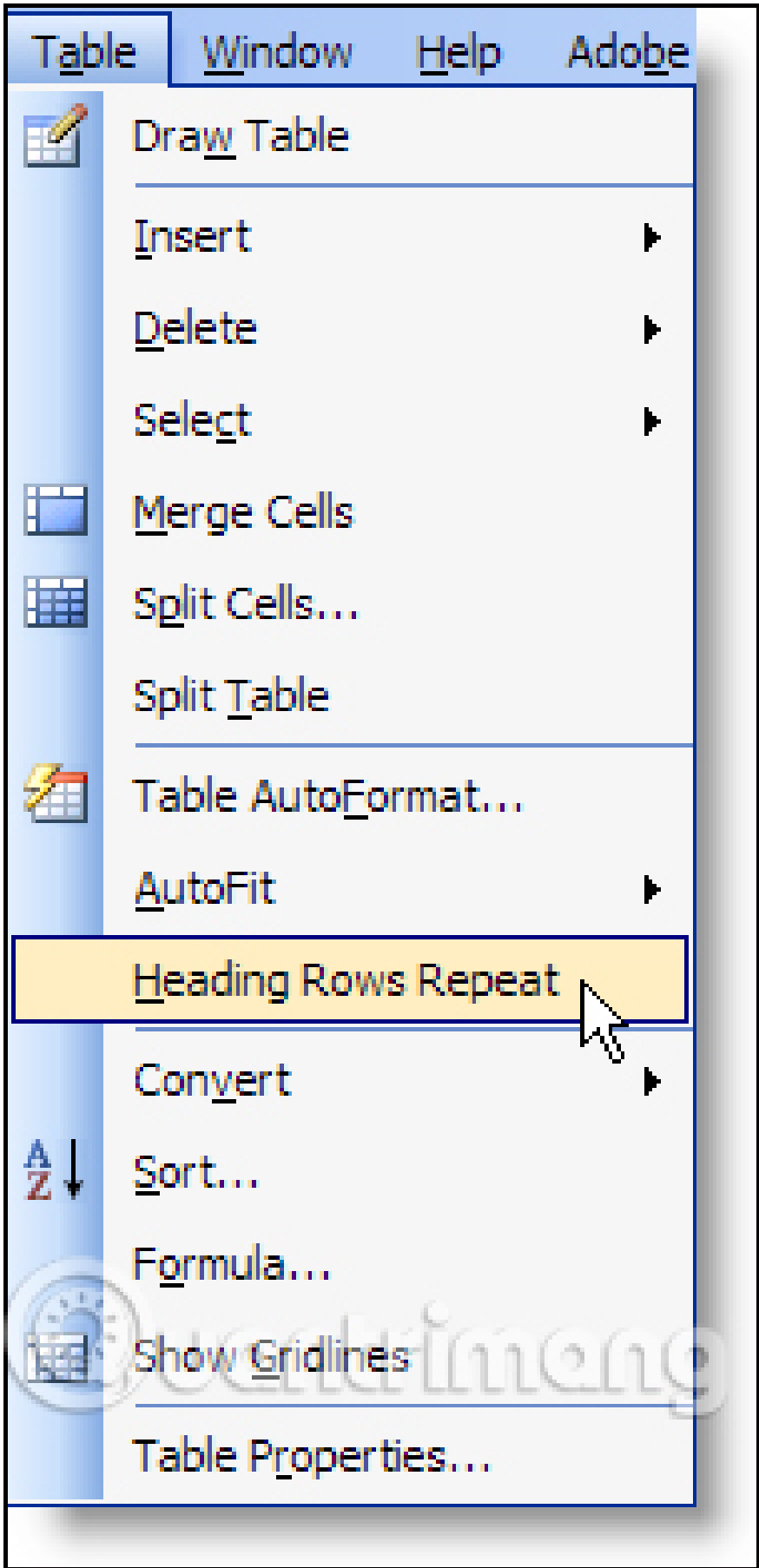


Step 2:

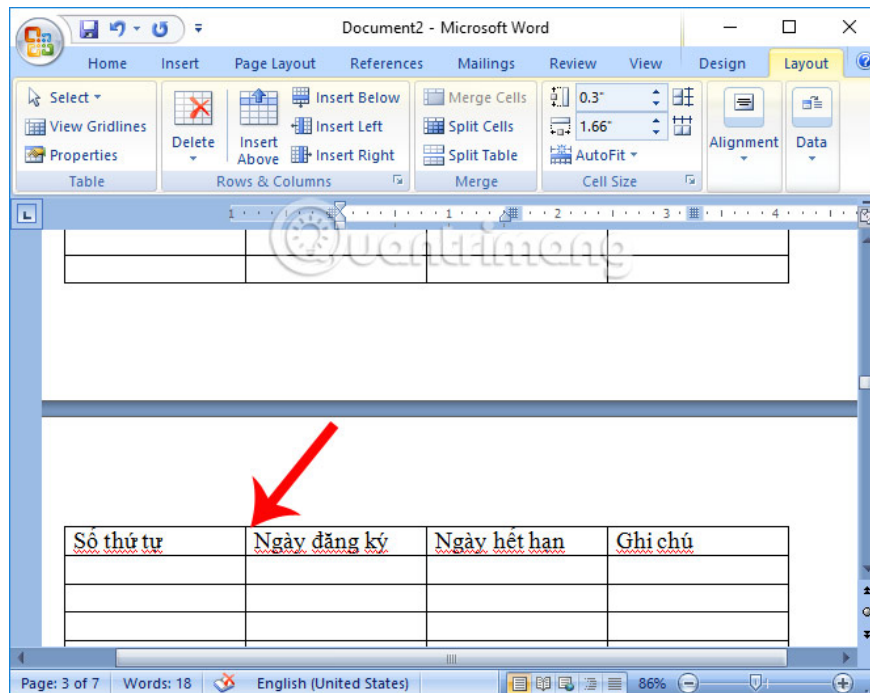
In the Layout options list, users click on the **Repeat Header Rows feature**, repeating the title bar in the columns in the list table.



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



Soon the headline in each column on the first page will appear in each column for the next page.



Method 2: Customize in Table Properties

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

Step 1:

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

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