

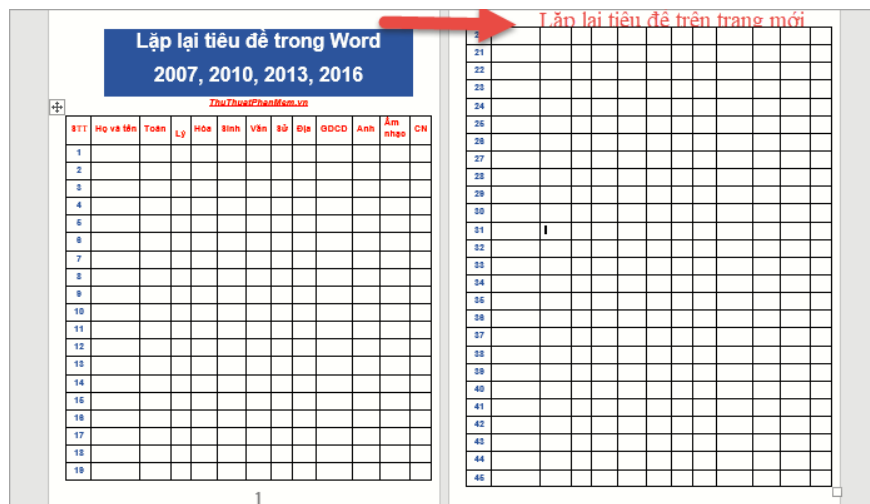
Repeat titles in Word - Instructions on how to repeat titles in Word 2007, 2010, 2013, 2016

Repeat heading in Word - Instructions on how to repeat titles in Word 2007, 2010, 2013, 2016. You work with a list of tables with a large number of records, each data sheet contains only 1 headline. The number of records on many pages makes it difficult for you to match the criteria

You work with a large number of records tables, each containing only one headline. The number of records on multiple pages makes it difficult to collate with the table title. The following article will help you repeat the headline on many pages to help you collate data easily.

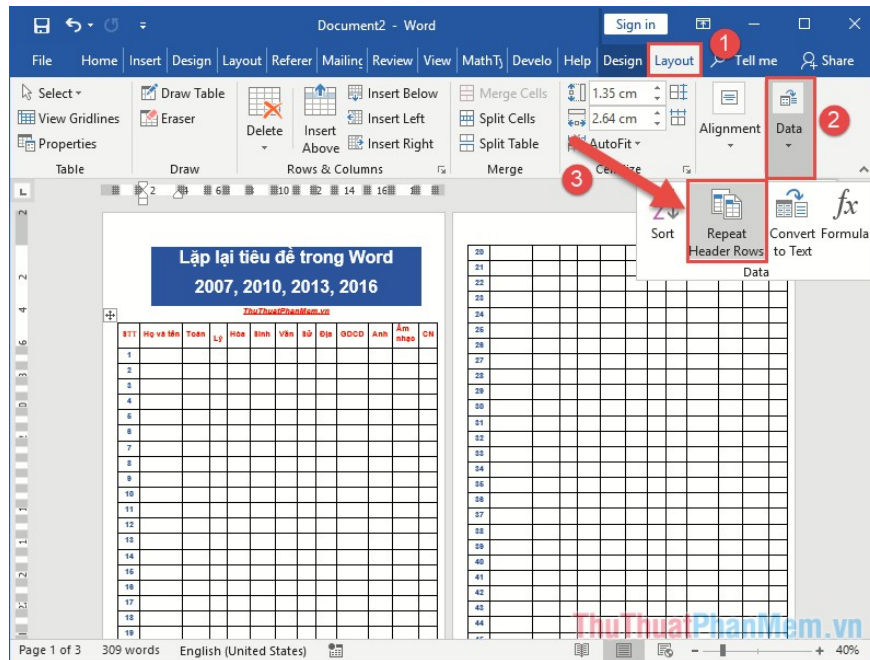


For example, if a table of data contains a large number of columns and rows, then the table will be automatically disconnected to the next page but without the title:

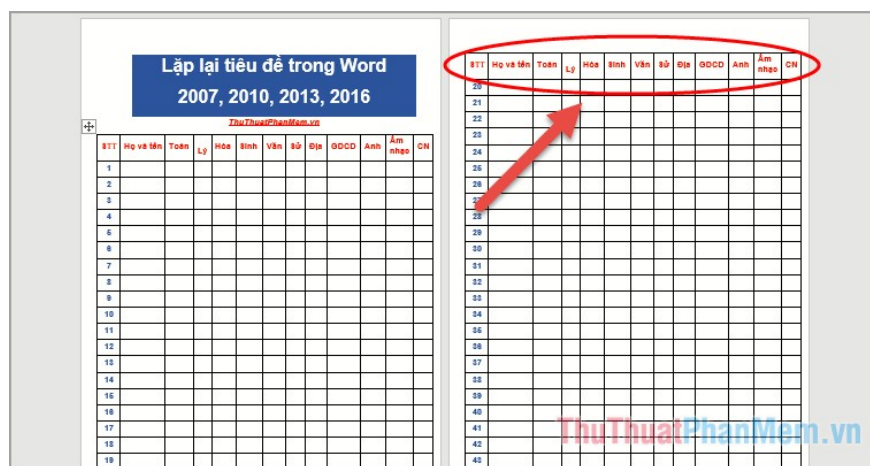


To repeat the title on each new page break table you just need to do one of the following two ways:

Method 1: Place the cursor in the table header row -> on the **layout** tab (of the table), select **Data** -> **Repeat Header Rows**:

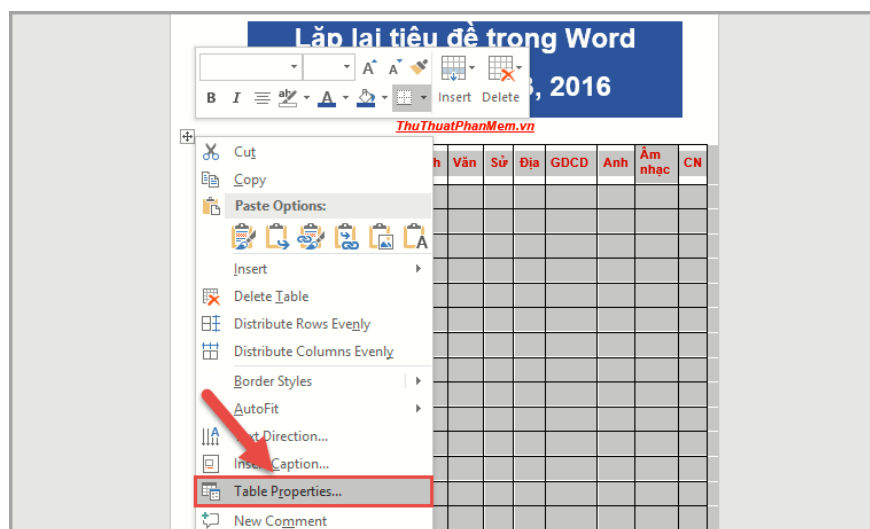


As a result, you repeated the table header row at the top of the broken pages:

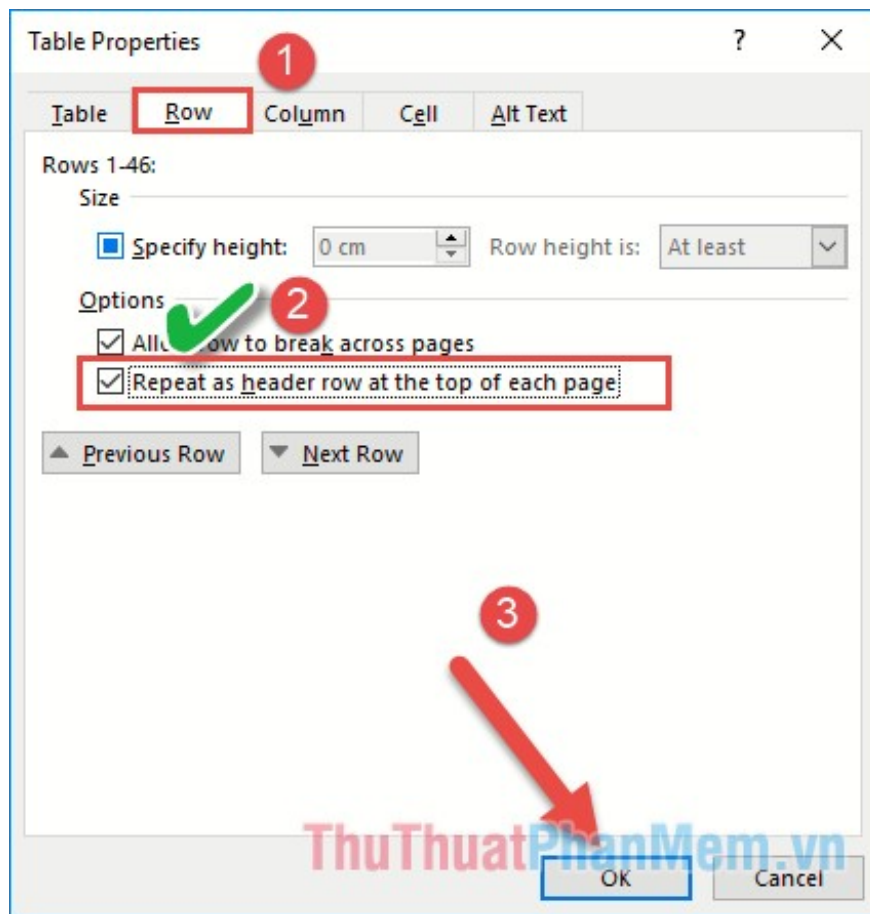


So you can work faster, collate data more accurately.

Method 2: To repeat the headline on the pages in the table you just right-click on the data table -> select **Table Properties**:



The **Table Properties** dialog box appears, click the **Row** tab -> select **Repeat as header row at the top of each page** -> click **OK**:



With such a simple operation, you can repeat the title on the pages of the table to make your work more convenient.

Above are some ways to help you repeat the title in Word to help you work and manipulate faster. Good luck!

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