

When you have a table that spans two or more pages, it is often useful to freeze your header row at the top of the table so that it appears on each page. To do this, follow these steps:

1. Double click on the table you are formatting so that you are in the Table Tools Ribbon
2. Click on the “layout” tab.
3. Select the rows that you are using as your headings.
4. In the Data group, select Repeat Header Rows.

Your header rows will now display at the top of each page of the table.

For a screen cast of this tip, go to:

<http://screencast.com/t/CKQbZdQznd>