Don't Lose Sight of Your Column Headings in Word

When you create a table in Microsoft Word, you can use column headings to describe what information is in each column. But if you have a table that spans multiple pages, you lose the headings after the first page, so it's hard to tell what each column topic is. Here's how to keep those headings visible:

1. Select the first row or rows of your table.
2. On the Table menu, click Heading Rows Repeat.

Now Word automatically repeats the table headings at the top of subsequent pages.

Word automatically repeats table headings on pages that result from automatic page breaks—but not if you manually insert a page break. Also, repeated table headings are only visible in Print Layout view or when you print the document.

Resource provided by www.microsoft.com