



## **Lab 34 - Configure a repeating row header**



## Lab 34 - Configure a repeating row header

There are lots of reasons why you might want to configure a repeating row header in your word document, here are a few of the main benefits;

### Keep Table Headings Visible on Every Page

When a table is long and flows onto the next page, Word normally just keeps the table going—without showing the headings again. Repeating row headers make sure your header row (like "Name," "Date," "Role") automatically appears at the top of each new page. This saves your readers from constantly flipping back to figure out what each column means.

### Improve Readability and User Experience

Without repeating headers, people can get confused when reading long tables—especially in reports, forms, handbooks, or training materials.

### Make Printed Documents Professional

If you're printing worksheets, training guides, forms, or reports, repeated headers make the document look much cleaner and more professional.

### No Manual Copy-Pasting Needed

Instead of manually adding a fake header every time your table moves to a new page (which can mess up your formatting later), Word handles it automatically when you set up a repeating header.

### Perfect for Structured Documents

Essential when you're building:

- Attendance sheets
- Assessment trackers
- Training logs
- Project tracking tables

### Lab Purpose:

In today's lab we will learn how to configure a repeating row header.

### Lab Tool:

This lab requires access to Microsoft Word.



## Lab Walkthrough:

### Task 1: How to configure a repeating row header

#### Instructions

1. Select the header row of your table.
2. Go to the 'Table Layout' tab
3. In the 'Data' group, click 'Repeat Header Rows'.



collaborates with ease.

**Collaboration Tools**  
Word's integration with Microsoft 365 allows for real-time collaboration. Multiple users can edit a document at the same time, leave comments, and track changes - making it ideal for group work, editing reviews, or business teams. The Track Changes feature provides transparency during the editing process, allowing authors to review all suggestions before accepting them.

Role	Name	Location
Excel Instructor	Fredrika Downing	EU
Excel Instructor	Gemma Coles	UK
Excel Instructor	Honor Johnson	US
Excel Instructor	Jessie Horner	EU
Excel Instructor	Philip Dring	EU

  

PowerPoint Trainer	Abigail Plough	US
PowerPoint Trainer	Claire Browning	EU
PowerPoint Trainer	James Smith	US
PowerPoint Trainer	Samantha Walsh	US
PowerPoint Trainer	Samuel Blackmore	US
Word Instructor	Fred White	EU
Word Instructor	Michael Whitt	US
Word Instructor	Natasha Jones	US
Word Instructor	Sally Wood	UK

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