# Using tables and column

The best way to create a table is with the **table feature** in Word

The two sets of tables and columns below look very similar. The first example of each pair has been defined using the Word feature, the second one uses tabs and spaces to format the lines.

## Examples to try out:

If the font sizes are changed or the margin’s moved the table and column defined with tabs will become ragged. Try it out:

* Select all the text ( press **ctrl** + **a** )
* Increase the text size to 16 point ( press **ctrl** + **]** a few times)

|  |  |
| --- | --- |
| **Departure Time** | **Arrival Time** |
| 9:00 | 10:00 |
| 10:00 (non-stop) | 11:45 |
| 12:00 | 12:05 |

**Departure Time Arrival Time**9:00 10:00
10:00 (non-stop) 11:45
12:00 12:05

### Defined with the column feature

When reviewing information in columns we read the entirety of the left most column before moving to the top of the column to the right. Properly defined columns are no problem at all for assistive technology users. Document reading will proceed through the columns as intended.

### Columns created with tabs

If however, columns assistive technology will read
are created with tabs and new the top line of both columns then
lines there is a real problem the second line of both columns

From the above example the user would hear:

If however, columns assistive technology will read
are created with tabs and new the top line of both columns then
lines there is a real problem the second line of both columns