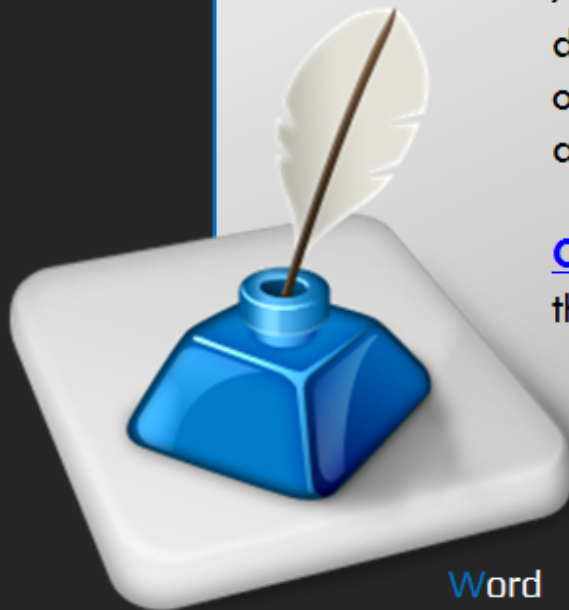


Instantly Insert Text Above the Table

Adding text before a table on top of the page may seem difficult to do. You may have tried clicking above the table or inserting a table row which can also work, but there is actually a faster way of doing it.

[Click here](#) to view how you can instantly insert text above the table in your document.

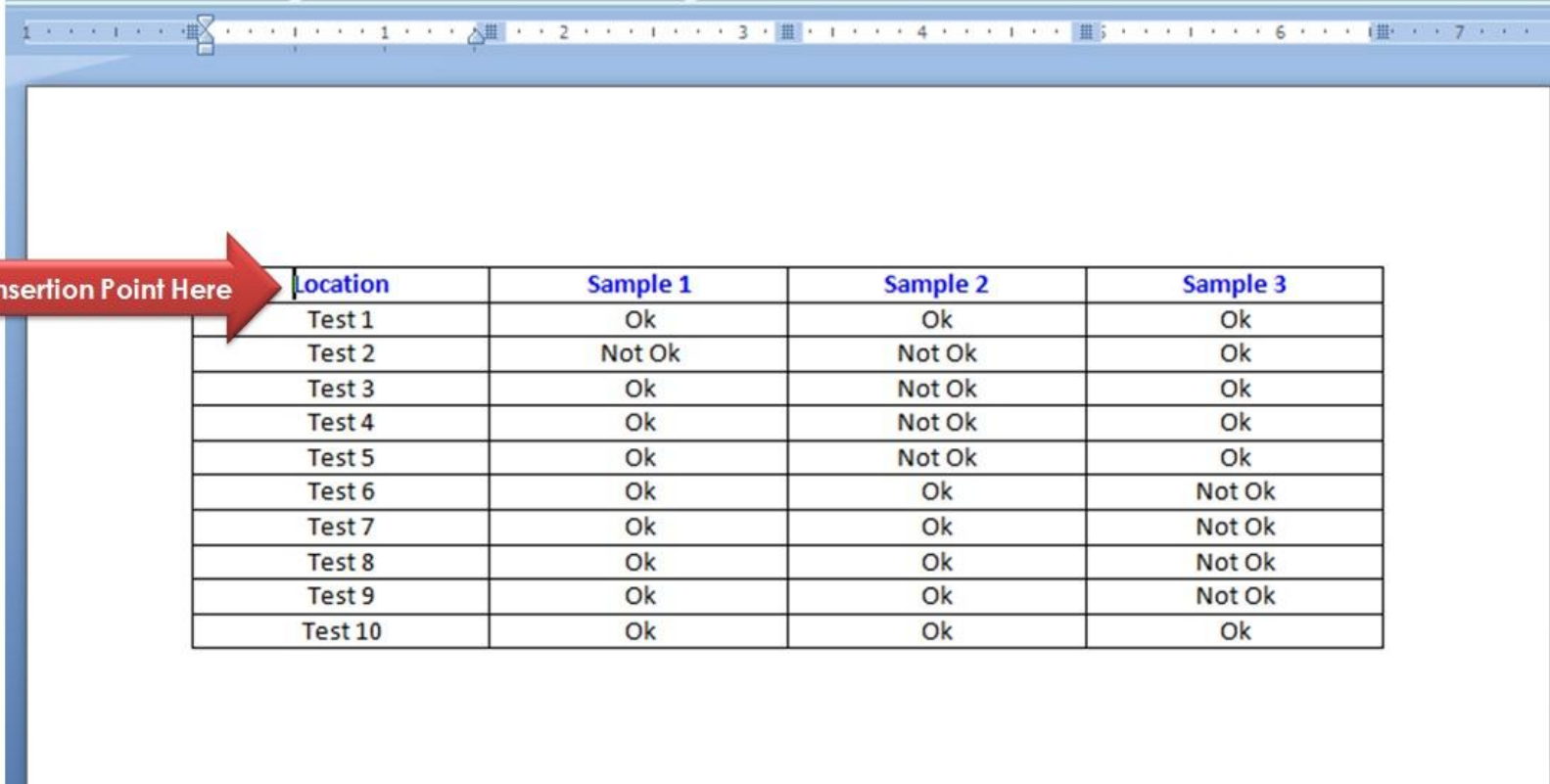


Word

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various
office and branch applications.

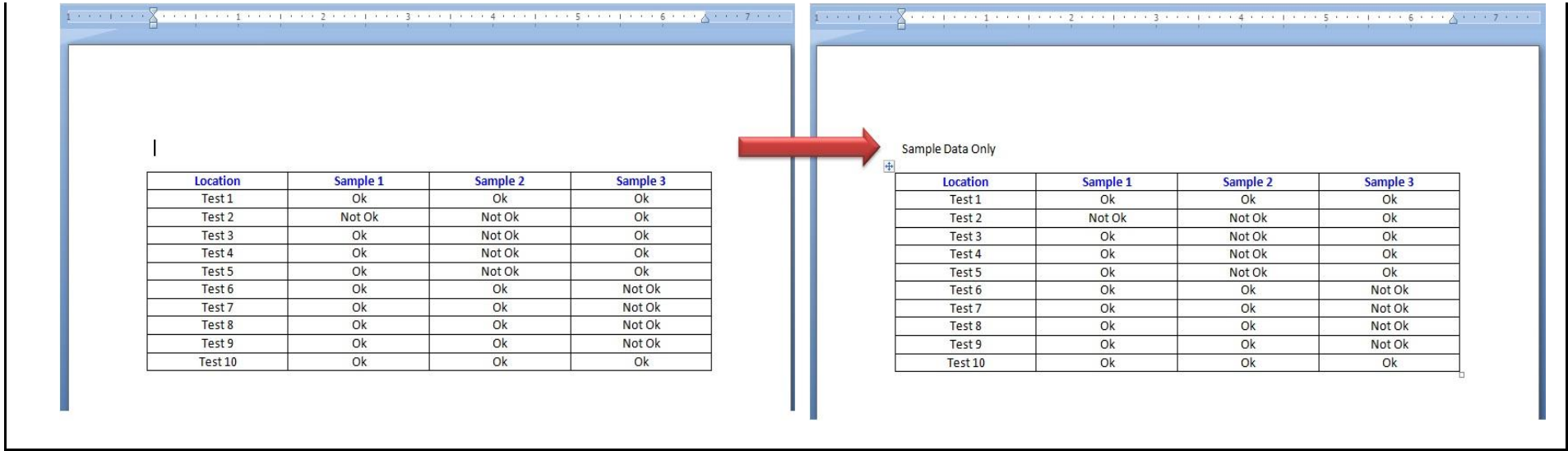
Instantly Insert Text Above The Table

1. Place the insertion point in the upper-left cell of the table before the text you may have typed.



Location	Sample 1	Sample 2	Sample 3
Test 1	Ok	Ok	Ok
Test 2	Not Ok	Not Ok	Ok
Test 3	Ok	Not Ok	Ok
Test 4	Ok	Not Ok	Ok
Test 5	Ok	Not Ok	Ok
Test 6	Ok	Ok	Not Ok
Test 7	Ok	Ok	Not Ok
Test 8	Ok	Ok	Not Ok
Test 9	Ok	Ok	Not Ok
Test 10	Ok	Ok	Ok

2. Click/Hit the **ENTER** key in your keyboard. Notice that the entire table moves down one line. You can now type any text above the table.



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