

Insert a line above a Word table at the top of the page

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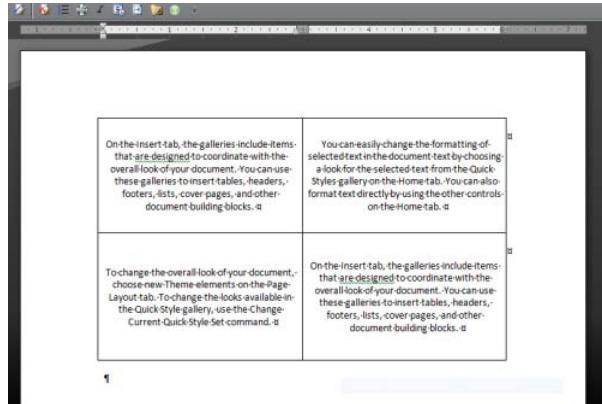
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If you've ever gotten stuck trying to add text above a table at the beginning of a document, this tip's for you — and you won't believe how easy it is.

You've just created a table beginning on the first line of the first page of your document. After you've completed your table, shown in **Figure A**, you decide to add a caption above it.

Figure A

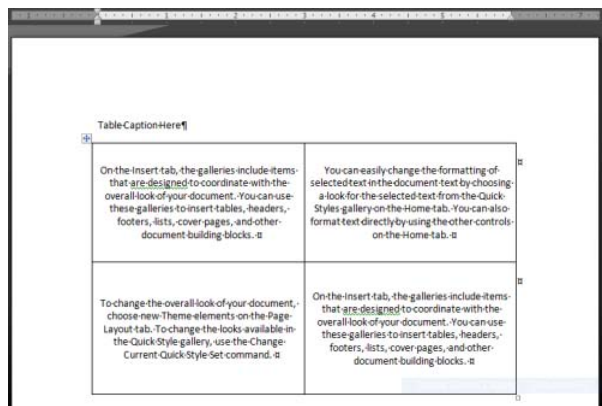


But when you try clicking the mouse above the table, the mouse keeps positioning itself in the first cell of the table, not above it. You could insert an extra row above the first to give yourself a place to type, but then you would have to remove the borders and merge the cells after typing the caption. Fortunately, you don't need to do all that formatting. Simply follow these steps to insert a blank line above the table:

- Click in the upper left-hand corner of the first cell in the first row (before any text).
- Press the Enter key.

Word inserts a line above the table and positions the mouse pointer at the beginning of the line, where you can now type the caption (**Figure B**).

Figure B



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