

Quarterly Referrals Report — BEFORE

This is how we usually build it. It looks correct, and that is exactly why it slips through.

Referrals by program and quarter

Program	Q1		Q2	
	Referrals	Completed	Referrals	Completed
Prevention	412	388	455	401
Recovery support	203	191	228	210
Youth outreach	156	140	173	158

What's wrong here: "Q1" is merged across two columns, so nothing can work out which quarter owns "Completed." Word's Accessibility Checker flags this as Merged or split cells. There is no header row marked, so on a long table the headers never repeat. Run Review → Check Accessibility on this file and see.