Creating Accessible Documents

Microsoft Excel

Table 1: Microsoft Excel Accessibility Checklist

| **#** | **Checklist Item** | **Status** |
| --- | --- | --- |
| **1** | **Filename:**   * Use a concise, meaningful filename that is free of spaces, unfamiliar abbreviations, and special characters. (Underscores and hyphens are okay). |  |
| **2** | **File Properties:**   * Set title, author, and language for the document. |  |
| **3** | **Text:**   * Use a sans-serif font such as Helvetica, Arial, or Tahoma. * Use12-point font size or larger (best practice). |  |
| **4** | **Color:**   * Ensure that text/background contrast ratio is at least 4.5:1 for standard text, and 3:1 for large text. * Ensure that color is **not** the only means of conveying information. |  |
| **5** | **Titles:**   * Use descriptive titles for each sheet tab. * Add a unique title for each table in a worksheet. |  |
| **6** | **Table Headers:**   * Identify column and row headers for each table using the Name Manager tool in the Formula ribbon. |  |
| **7** | **Cells:**   * Do not merge data cells or header cells. * Avoid unnecessary blank cells. |  |
| **8** | **Hyperlinks:**   * Use unique link text. * Add a meaningful screen tip. |  |
| **9** | **Images:**   * Add descriptive alt text to all non-decorative images. |  |
| **10** | **Charts & Graphs:**  Provide text alternatives for charts and graphs:   * Add a text description in an adjacent cell, or * Provide an alternative presentation of data in a separate sheet. * Position labels so that color is not the only method of conveying meaning. |  |
| **11** | **Spacing:**   * Resize a single blank row or column to create the desired spacing between objects. * Avoid leaving multiple columns and rows blank. |  |
| **12** | **Peripheral Columns/Rows:**   * Hide peripheral unused columns and rows. |  |
| **13** | **End of Worksheet:**   * Type “end of worksheet” in the last row of your data sheet. |  |
| **14** | **Print Area:**   * Set the print area. |  |
| **15** | **Check:**   * Use the Accessibility Checker to check your workbook. |  |
| **16** | **Convert to PDF:**   * When converting to PDF, use methods that preserve accessibility. |  |