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.
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