# ACCESSIBILITY CHECKLIST FOR MICROSOFT EXCEL DOCUMENTS

Use this checklist to gauge how compliant your course resources are with Section 508 of the Americans with Disabilities Act, Title II regulations, and WCAG 2.1 AA guidelines.

### Set document language and title

The correct language properties along with a concise and descriptive document title have been set in file properties. Do not confuse the title with the file name or the main heading within the document.

### Add metadata

Metadata includes an author’s name, the subject, keywords, a document description, comments, and other vital identifying document information. These properties help users organize and identify files.

### Give each spreadsheet tab a descriptive and unique name

Tabs in Excel need unique names to make navigating the workbook easier. The tab name should indicate what information is being covered in that worksheet.

### Start all worksheets in cell A1

Always add text to cell A1. Screen readers start reading worksheets in cell A1. If no text appears in cell A1, screen readers may assume that the worksheet is blank.

### Use the Cell Style tool to apply Heading levels

Use the Cell Style tool on the Home tab to create and format data table headers.

### Select an appropriate font

Avoid decorative fonts like script fonts, serif fonts, WingDings, etc.; they are not easy for all users to read. Opt for easy-to-read fonts like Helvetica, Arial, Verdana, Calibri, and Futura instead.

### Select appropriate font sizes

Regular body text should be at least 12 pt. Slide presentation text (PowerPoint, Keynote, etc.) should be at least 20 pt.

### Add alternative text for simple images.

All images should be assigned concise, specific alternative text that conveys the same information to a user that an image would. This text should be limited to a sentence or two.

* Mark all non-essential images as “null,” “n/a,” or “decorative.”

### Include descriptive text for complex images, including charts, graphs, infographics, cartoons, etc.

Complex images require more complex alternative text. For each complex image, include the following: a caption, a piece of alternative text that directs users to where the long descriptions can be found, and the long description.

### Ensure adequate color contrast between text and background and/ or within graphs and diagrams

* Text, diagrams, charts, and other meaningful content should have a contrast ratio of 4.5:1.
* Large sized text should have a contrast ratio of at least 3:1. Large sized text consists of an 18+ pt font or a 14+ pt bolded font.

### Check that color alone does not convey meaning

Color is not sufficient on its own to convey meaning. Information conveyed by color needs another visual cue besides color to be evident (italics, bold, larger font size, etc.)

* Embed the meaning of the emphasis in the language itself. For example, “**Important note**: I cannot accept late work, so all work must be complete on time.”

### Create tables with accessibility in mind

* Build all tables in the original document. Avoid drawing, importing, or inserting tables as an image file. Use the Format as Table tool on the home tab.
* Use tables for data only, not for layout purposes.
* Use a simple table structure with a clearly marked header row and first column.
* Avoid using blank, merged, and split cells. These can create issues for screen reader users, who may not be able to navigate the table in a logical reading order.

### Provide descriptive link text

Link text should be descriptive and convey relevant information about the destination of the URL. Screen reader users navigate documents by tabbing through links or bringing up a links list. This removes the links from the context of the surrounding text, making descriptive link text necessary for navigation purposes.

### Ensure all video files have closed captions

All videos must have accurate synchronized captions and/or transcripts.

### Ensure all audio files have a text transcript

All audio files (podcasts, music tracks, etc.) must have accurate captions and/or transcripts.

### Avoid placing vital information in headers and footers

Assistive technology does not automatically read information included in headers and footers. If you choose to place vital information in headers and footers, ensure you duplicate any vital information in the body of the document.

### Test your document for accessibility using the built-in Accessibility Checker

Run the Accessibility Checker on your completed document to test for accessibility issues. Address any warnings or errors in your document.