

## Accessibility Tips for Word, Excel, and PowerPoint

- **MOST IMPORTANT:** Use the built-in features of the software—headings, styles, themes, etc. **Use the software as it is intended to be used.**
- Use [accessible templates](#) provided by Microsoft Office.
- Include alternative text with all visuals (charts, graphs, pictures, etc.).
- Use a simple table structure for data only and specify column header information.
- Make sure tables do not contain split cells, merged cells, or nested tables.
- Add meaningful and accurate hyperlink text and ScreenTips.
- Ensure that color is not the only means of conveying information.
- Use sufficient contrast for text and background colors.
- Avoid writing essential information in the Header or Footer sections of the document.
- Do not use excessive capital letters, italics, or underlines.
- Make sure embedded or linked media is accessible.
- Ensure proper reading order.
- Check the source file for accessibility and correct any problems **before** saving as a PDF.

### Excel

- Give all worksheets unique names and remove blank worksheets.
- Add text to cell A1, which is the starting point for screen readers.
- Avoid blank cells, columns, and rows. If you cannot avoid a blank cell, column or row, key “N/A” or “Intentionally Blank” in the cell.

### PowerPoint

- Give every slide a unique title.
- Use a larger font size (18 pt or larger), sans serif fonts (Arial or Calibri), and sufficient white space.
- Use Outline View when creating slides; if the information is not visible, it will not be read. (Alternative text does not show in Outline View, but it will be read if included on visuals.)

### Accessibility Checker

- Click on Review, then Check Accessibility.
- Look at Inspection Results.
  - Errors – Text cannot be read. (Steps are provided to fix errors.)
  - Warnings – Text is difficult to read.
  - Tips – Text could be organized more effectively.

### Saving as a PDF

- Click File, Export. Then Create PDF/XPS Document. Click Create PDF/XPS. Key in the File name and click Publish.