



GOVERNOR'S TECHNOLOGY OFFICE

MICROSOFT EXCEL ACCESSIBILITY

SUMMARY

The workflow for Excel accessibility is to add as many features to the Excel file as possible before exporting to a different format, then adding the remaining accessibility features. Make sure that the workbook is well-organized, flows logically and can be navigated with keyboard only.

ACCESSIBILITY CHECKLIST

STRUCTURE

- Have a title for the workbook. Every worksheet has a unique and understandable name.
- Cell A1 is used to provide orienting information such as a title of a table that begins directly below it, or worksheet/workbook summaries and the number of sheets present in the workbook.
- Headers and footers do not contain vital information.
- Do not use hidden rows and columns.

Text, Size, and Font

- Font size is set to a minimum of 11.
- Text is visible.
- All text within cells is visible on screen without having to adjust cell height or width.

TABLES

Table Identification

- Every table has an understandable title that also includes the number of the table. (located directly above the start of the table)
- Table names are placed in the Design Tab on the Ribbon.
- The span of each table is stated in the

Table Placement

- Every table should be placed in a separate worksheet.
- If multiple tables are in the same worksheet, a single blank row should separate them, and all tables should start in column A.

Table Headers

- Every table requires only one heading row/column.
- Headers are meaningful.
- Complex tables are broken down into simple tables.
- Table header rows/columns are not separated from the table by blank rows/columns.

If table styles are being used, they must pass color contrast standards.

VISUALS

Images

- Meaningful images have alternative text.
- Decorative images do not have alternative text.

Charts and Graphs

- Charts and graphs are fully labeled and include title, legend, axis, labels, and data labels.
- Color is not the sole means of communicating information.
- Has a complete description placed in a cell rather than in the Alt Text section.

Color

- WordArt, SmartArt, Shapes, Text Boxes, or other Floating Objects containing vital information also have a text alternative in a cell rather than in the Alt Text section.
- Background images and watermarks are not used.
- Links
- All links are distinguishable from the surrounding text.
- All links contain a meaningful hyperlink text/screen-tip that makes the link's purpose clear.

MULTIMEDIA

- Workbook does not contain content that flashes more than 3 times per second.