Accessible Excel (2010, 2007)
Source: Creating accessible Excel Files

- **Use Accessibility Checker**
  1. Click the **File** tab > **Info**.
  2. Click **Prepare for Sharing** > **Check Accessibility**.
  3. You are returned to your file where the **Accessibility Checker** task pane is open, showing the inspection results.
  4. Click on a specific issue to see **Additional Information** (why fix and how to fix).

- **Add alternative text to images and objects**

  **Note:** Alt text should be added for Pictures, Clip Art, Charts, Tables, Shapes, SmartArt graphics, all objects in the Groups list, Embedded objects, Ink, Video and audio files.

  1. **Right-click** on the image or object > select **Format** (for tables, click **Tables**).
  2. Click **Alt Text**.
  3. Enter a brief summary of the image or object into the **Title** and an explanation of the object into the **Description** text box.
  4. Click **Close**.

- **Specify column header information in tables**

  **Note:** In addition to adding alt text that describes the table, having clear column headings can help provide context and assist navigation of the table’s contents.

  1. Click anywhere in the table.
  2. On the **Table Tools Design** tab, in the **Table Style Options** group, make sure that the **Header Row** check box is selected.
  3. Add the header information.

To specify a header row in a new block of cells you are marking as table, do the following:

  1. Highlight the cells you want to include in the table.
  2. Click the **Insert** tab > **Table**, in the **Tables** group.
  3. Select the **My table has headers** check box.
  4. Click **OK**.

- **Use hyperlink text that is meaningful**

  **Note:** Hyperlink text should provide a clear description of the link destination, rather than only providing the URL.

  To add a hyperlink:

  1. Place the cursor in the cell where you want the hyperlink.
  2. Click the **Insert** tab > **Links** group, click **Hyperlink**.
  3. Type in a brief description of the link destination in the **Text to display** box.
  4. Type the link URL in the **Address** box.
  5. Click **OK**.

  To change the text of a hyperlink:

  1. Select the link.
  2. Click the **Insert** tab > **Links** group, click **Hyperlink**.
  3. In the **Text to display** box, change the text.
  4. Click **OK**.

  To add a ScreenTip:

  **Note:** ScreenTip text appears when the cursor hovers over a hyperlink, and can be used in a similar way to alt text.

  1. Place the cursor in the hyperlink you want to add ScreenTip.
  2. Click **Hyperlink** on the **Insert** tab, in the **Links** group.
  3. Click **ScreenTip...** > Type in the desired text in the **ScreenTip text** box.
  4. Click **OK**.
• Avoid using blank cells, rows, or columns for formatting

**Note:** Blank cells, rows or columns can mislead someone using a screen reader to believe that there is nothing more in the table. You can fix this by removing unnecessary blank cells, rows, or columns.

• Include closed captions for any audio or video

**Note:** Ensure that your audio or video is available in alternative formats for users with disabilities, such as closed captions, transcripts or alt text.

• Give all sheet tabs unique names

**Note:** Sheet names should provide information about what is found on the worksheet, making it easier to navigate through a workbook. Any blank sheets in a workbook should be removed.

To rename a sheet:

1. Right-click the sheet tab > Click **Rename**.
2. Type a brief, unique name that is descriptive of the sheet content.

To delete a sheet:

1. Right-click the sheet tab > click **Delete**.

• Increase visibility for colorblind viewers

  • Avoid using orange, red, and green in graphs or objects.
  • Use texture in graphs, instead of color, to highlight points of interest.
  • Keep the overall contrast in the worksheet high.