Microsoft Office Accessibility

• Alt Text for Visuals
• Hyperlinks
• Colors
• Fonts
• Accessibility Checker
Graphics & Visuals

- Images
- Clipart
- Screenshots
- Shapes
- Charts
- Tables
- SmartArt
- PivotCharts
- Audio
- Video
Alt Text: “Decorative”
<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><a href="http://blogs.jccc.edu/c2c/sidlit/">http://blogs.jccc.edu/c2c/sidlit/</a></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SIDLIT</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Summer Institute on Distance Learning and Instructional Technology</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Colors

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob</td>
<td>Smith</td>
<td>123 Main</td>
<td>Wichita</td>
<td>KS</td>
<td>67203</td>
</tr>
<tr>
<td>Jane</td>
<td>Doe</td>
<td>456 Central</td>
<td>Wichita</td>
<td>KS</td>
<td>67203</td>
</tr>
<tr>
<td>CindyLou</td>
<td>Who</td>
<td>789 Douglas</td>
<td>Wichita</td>
<td>KS</td>
<td>67203</td>
</tr>
</tbody>
</table>
Fonts

• Large Font Size
• Sans Serif Font
The Accessibility Checker

• Add to Quick Access Toolbar
• Develop Habit Like Spell Check

Accessibility Checker

Inspection Results

Errors
- Missing alternative text
- Chart 1 (Poor Nm Ex)

Warnings
- Merged Cells
  - A1:F1 (Headers)
- Hard-to-read Text Contrast
  - A1:F4 (Color)
  - A1:F1 (Poor Nm Ex) and 20 other cells

Additional Information

Read more about making documents accessible
Word

- Headings & Styles
- Simple Tables
- Visuals
Excel

- Sheet Tabs
- Table Structure
# My Address List

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
PowerPoint

• Layouts
• Selection Pane
• Audio & Video
Selection Pane

• Editable
• Reads Bottom Up
• Hide from View
  • Searchable
Audio & Video

• Closed Captioning

• Alt Text
Quick Access Tools

- Check Accessibility
- Speak Cells
- Speak Cells Stop
- Speak Cells by Columns
- Speak Cells by Rows
- Speak Cells on Enter
- Alt Text
- Read Aloud
- Speak Selected Text

Check Accessibility

Keep it inclusive.

Let us make sure that your file follows accessibility best practices. We'll help you fix issues quickly with easy-to-follow directions or recommendations.

Tell me more
<table>
<thead>
<tr>
<th>Quick Access Tools</th>
<th>WORD</th>
<th>EXCEL</th>
<th>POWERPOINT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Check Accessibility</td>
<td>• Check Accessibility</td>
<td>• Check Accessibility</td>
</tr>
<tr>
<td></td>
<td>• Alt Text</td>
<td>• Alt Text</td>
<td>• Alt Text</td>
</tr>
<tr>
<td></td>
<td>• Read Aloud</td>
<td>• Speak Cells</td>
<td>• Speak Selected Text</td>
</tr>
<tr>
<td></td>
<td>• Speak Selected Text</td>
<td>• Speak Cells Stop</td>
<td>• Selection Pane</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Speak Cells by Columns</td>
<td></td>
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<td></td>
<td></td>
<td>• Speak Cells on Enter</td>
<td></td>
</tr>
</tbody>
</table>
Ease of Access

+ U
Windows 10 Narrator

+ Ctrl + Enter

or

+ Ctrl + N
Are You Accessible?

Dawn Monroe
Microsoft Office Specialist Master

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