

Word Documents

- Use styles over manual formatting
- Table of contents for longer documents
- Type Face: simple, crisp, sans serif is safer
- Font: 10/12 is the norm for body text, headers larger
- Color: contrast, anything color coded should also be indicated another way
- Line Spacing: more blank space between sections of documents
- Line Length: difficult to track long lines

Word – Images

Add alt text to images

- Right click picture, go to Format Picture, then Alt text tab
- The shortest descriptive label is best
- Null alt text by putting in a space if image is purely decorative
- Complex images may need explanation in the document
- Image of text – repeat any relevant words in alt text.

Word/Excel - Tables/Spreadsheet

- Excel is better for large amounts of data
- Include text explanation to clarify what the reader is looking at
- Avoid empty rows or columns for visual separation between cells

PowerPoint

- Use formatting features over doing it manually
- Simple slide layout
- Organization of content is logical
- Be concise but still clear
- Type: sans serif. Use built in font sizes in templates
- Color: contrast between background and foreground color. Avoid busy images.
- Use White space

PowerPoint Images

- Use alt text tags.
- Can refer to the notes area if you need a large amount of text to describe the image
- Tables should be kept small

PowerPoint – Narrated

- Make sure to describe the slides contents in narration
- Include a transcript of narration