Excel 2016 Accessibility

Use Accessibility Checker
1. Click the FILE tab > Info.
2. Click Check for Issues > Check Accessibility. a. The Accessibility Checker task panel will open to the right, showing the inspection results.
3. Click a specific issue to see Additional Information (why fix and how to fix).

Add Alternative Text to Images and Objects
Alt text should be added for pictures, clip art, charts, tables, shapes, SmartArt graphics, embedded objects, links, and video and audio files.
1. Right-click the image or object and select the Format item type (e.g., Format Shape, Format Object, Format Chart Area).
   a. A format panel will open on the right.
2. Click the Size & Properties icon.

   Format Picture

3. Click ALT TEXT.
4. Enter the title and description in the Title and Description field.
5. When finished, click X in the format panel to exit.

Specify Column Header Information in Tables
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.

To Add a Header Row
1. Click anywhere in the table.
2. Click the TABLE TOOLS DESIGN tab.
3. In the Table Style Options group, make sure that the Header Row check box is selected.
4. Add the header information.

Specifying Header Row in a New Table
1. Highlight the desired cells, which will be included in the table.
2. In the tables group, click the INSERT tab > Table.
3. Select the My table has headers check box.
4. Click OK.

Use Hyperlink Text that is Meaningful
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 desired cell to add the hyperlink.
2. Click the INSERT tab.
3. In the Links group, click Hyperlink.
4. Type in a brief description of the link destination in the Text to display box.
5. Type the link URL in the Address box.
6. Click OK.

To Change the Text of a Hyperlink:
1. Press and hold the Ctrl key and click the link.
2. Click the INSERT tab.
3. In the Links group, click Hyperlink.
4. In the Text to display box, change the text.
5. Click OK.

To Add a ScreenTip:
ScreenTip text appears when the cursor hovers over a hyperlink, and can be used in a similar way to alt text.
1. Press and hold the Ctrl key and click the desired hyperlink, which will be added to the ScreenTip.
2. Click the INSERT tab.
3. In the Links group, click Hyperlink.
4. Click ScreenTip…
5. Type the desired text in the ScreenTip text box.
6. Click OK.

Avoid Using Blank Cells, Rows, or Columns for Formatting
Blank cells, rows, or columns can mislead someone using a screen reader to believe that there is nothing more in the table. To fix it, remove unnecessary blank cells, rows, or columns.

Include Closed Captions for any Audio or Video
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
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.
2. Click Rename.
3. Type a unique name that is descriptive of the sheet content.
To Delete a Sheet:
1. Right-click the Sheet tab.
2. 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.