

Creating Accessible Documents in Excel

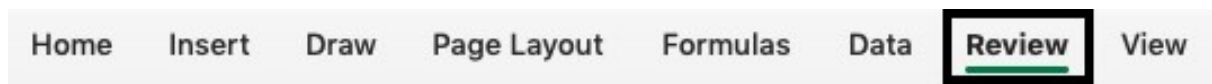
How to Use the Accessibility Checker

The Accessibility Checker is one of the best tools available in your quest to create accessible material. This tool will scan your document and tell you what kinds of problems exist and how to fix them.

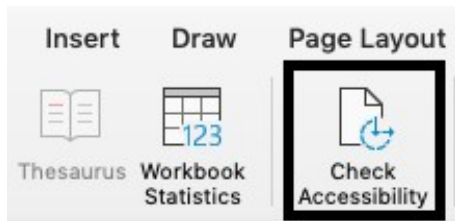
Finding the Accessibility Checker

The location of the checker can vary based on operating system and program version. This section will walk you through both.

1. Start by opening the spreadsheet you want to assess. Then, navigate to the **Review** tab.

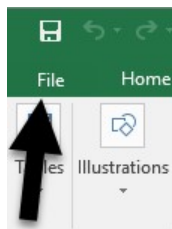


2. Find the **Check Accessibility** button.

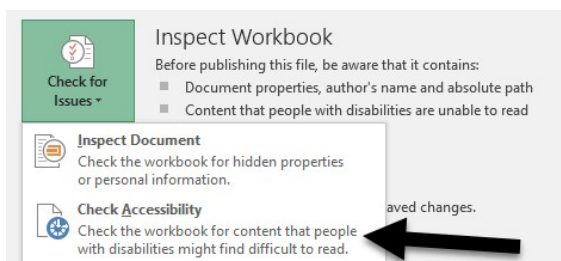


If you do not see the accessibility checker here, please proceed to step 3 of this section. If you *do* see the accessibility checker, click the button, and skip to step 7 of this section.

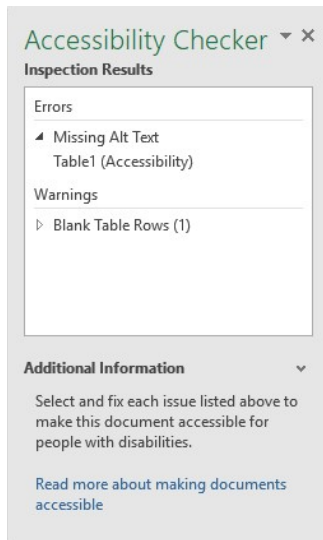
3. Start by opening the presentation you want to assess. Then, navigate to the **File** tab.



4. Find the **Info** tab, then **Inspect Presentation** section, and choose **Check for Issues**. Then, select **Check Accessibility**.



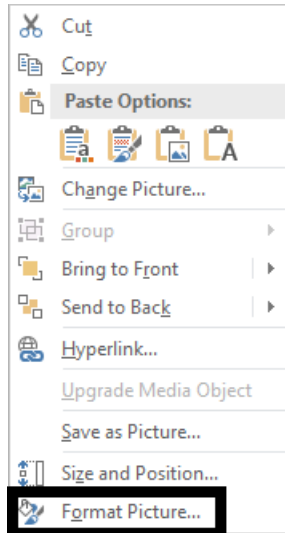
5. Like Word and PowerPoint, Excel will give you every potential problem and highlight where they are in the presentation for you. Sometimes, it will also provide you with a reason why the current format is not accessible (other times it will just provide an additional set of directions).



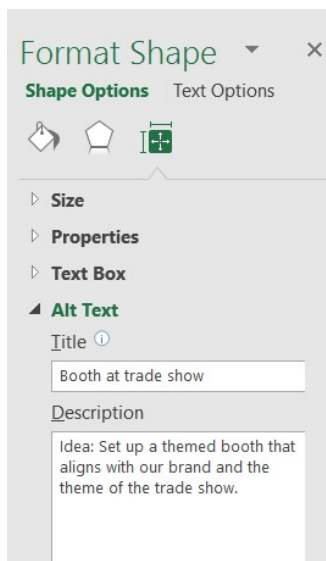
Creating Alt Text

This method can be used for any type of table or graphic in Excel.

1. Locate the picture you need to add alternate text to. Then, right click the image.
2. Select **Format Picture**.



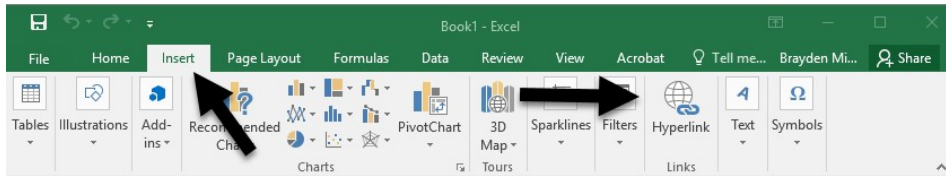
3. In the pane that opens on the right, select the box with arrows to open the text settings. Open the drop-down box for the **Alt Text** function. Now, add a title that is descriptive of your image. Then, describe the image as you would to someone that can't see it. When you have titled and described your image, you can click to another image to add Alt Text to or close the pane. Make sure to save your changes to your document!



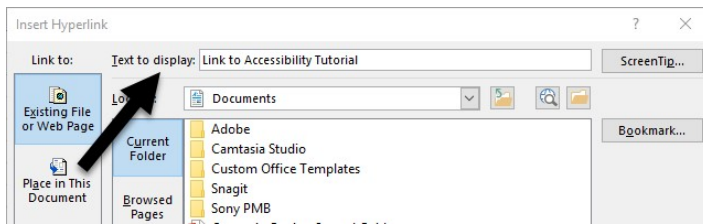
Smart Tips and Descriptive Hyperlinks

ScreenTips are small windows that display descriptive text when you rest the pointer on the hyperlink.

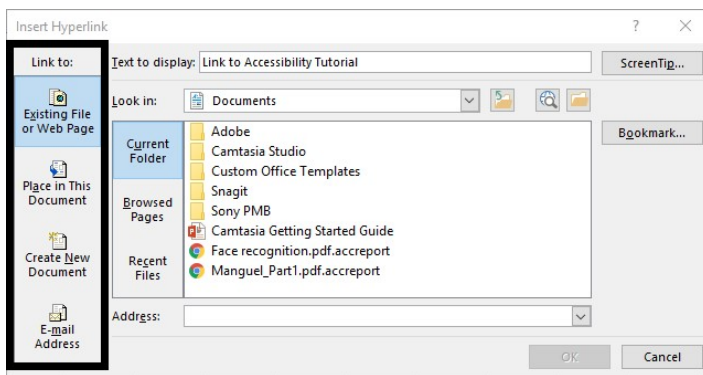
1. Select the cell where you want to add a hyperlink.
2. On the Insert tab, select **Hyperlink**.



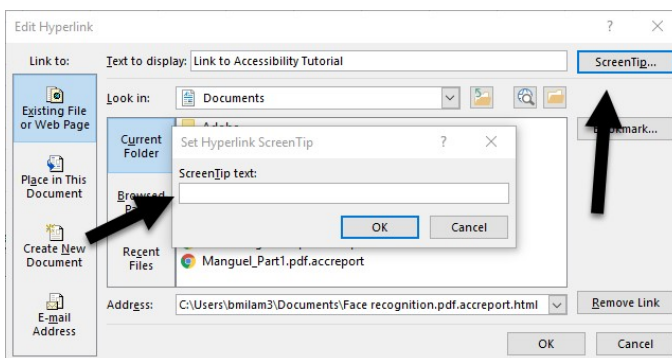
3. If you had text in the cell you selected, you should see it in the **Text to display** box. To change it or add text, type the new hyperlink text.



4. In the Address box, add the hyperlink URL. You can also use the **Link to** option to make the link move to a separate part of the same document, another document, or an email address.



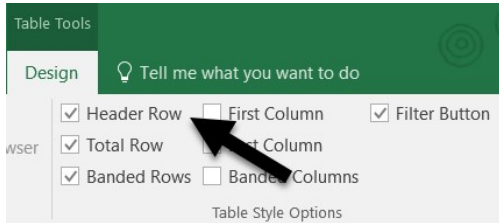
5. To add a ScreenTip, select the **ScreenTip** button and, in the **ScreenTip** text box, type the text you want to display.



Accessible Tables

Using Headers in Existing Tables

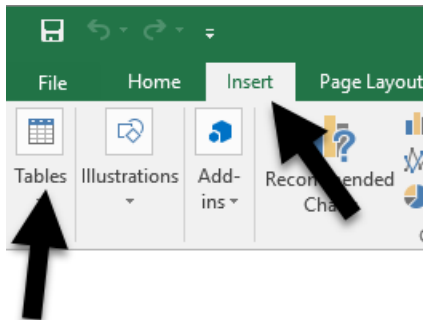
1. Place the cursor anywhere in a table.
2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.



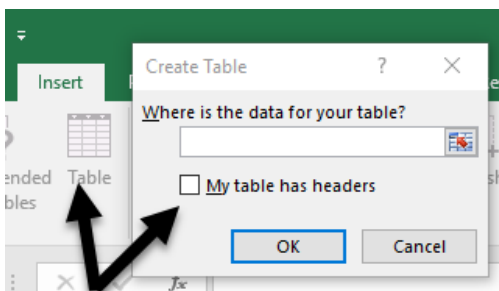
3. Type the column headings.

Create Your Own Headers

1. Select the cells you want to include in the table.
2. On the **Insert** tab, select **Table**.



3. In the **Create Table** dialog, select the **My table has headers** check box. Select **OK**.



4. Excel creates a header row with the default names **Column1**, **Column2**, and so on.

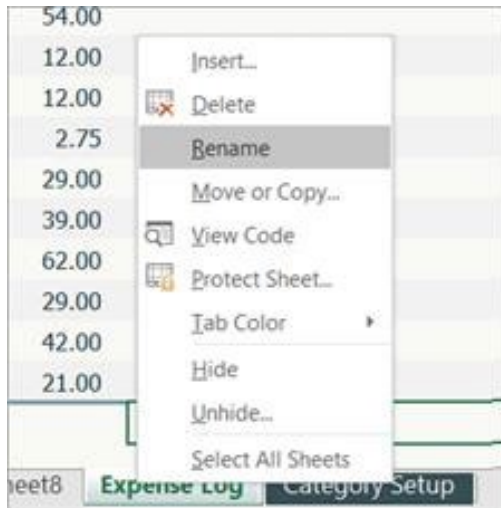
	A	B
1	Column1	Column2
2		
3		

5. Type new names to label each column in the table.

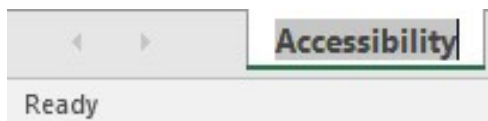
Renaming and Deleting Sheets

Rename Sheet Tabs

1. Right-click a sheet tab and select **Rename**.



2. Type a brief name for the sheet, and press **Enter**.



Delete Sheet Tabs

1. Right-click a sheet tab and select **Delete**.



2. If a confirmation dialog box opens, select **Delete** again.

Created by Brayden Milam, July 2019

Updated by Brayden Milam and Bill Schneider, April 2020