

DEPARTMENT OF HEALTH & HUMAN SERVICES OFFICE OF THE SECRETARY ACCESSIBILITY PROGRAM

# **Microsoft Excel Accessibility Reference**



### → Designing Tables

Good table design follows some basic principles.

- Use one (1) table per worksheet.
- Keep table structure simple with each data cell. associated to only one (1) row and/or column header. This includes avoiding merged cells.
  - <u>Alternative</u>: Split complex tables into multiple simple tables.
- Do not use spaces or **TAB** stops to simulate structure.
- Remove blank rows and columns. Instead, increase the width to increase white space.
- Avoid blank cells, especially table header cells.
- Avoid placing paragraph text around tables.

### → Mark Data Cells as a Table

- 1. Highlight the cells that are to be a table.
- 2. Navigate to the **Insert** ribbon and activate **Table** within the **Tables** group.
- 3. In the **Create Table** dialog, confirm the **My table has headers** checkbox is checked.

Crea	ite Table	? <b>X</b>
Wh	ere is the data for your	table?
	=\$C\$12:\$C\$16	<b>1</b>
	📝 My table has head	lers
	ОК	Cancel

4. Navigate to and activate OK.

### → Repeat Table Headers on Each Page

- Navigate to Page Layout > Page Setup group > Print Titles.
- 2. Confirm the **Sheet** tab is active in the **Page Setup** dialog.
- 3. Under **Print titles**, choose which **Rows to repeat at top** and which **Columns to repeat at left**.
- 4. Navigate to and activate **OK**.

# ➔ Protecting Data

Worksheet restrictions can be necessary but it is important that all users have access to the cells.

- 1. On the **Review** ribbon, in the **Protect** group select **Protect Sheet**.
- 2. In the Protect Sheet dialog, confirm Select Locked Cells and Select Unlocked cells are checked in the Allow all users of this worksheet to section.



3. Navigate to and activate **OK**.

## → Illuminate with Color and Contrast

Using color sensibly will ensure that content is appealing and accessible.

- 1. Color cannot be the only means of visually conveying information or prompting a response. Textured patterns (to represent data sets) or textual representation (i.e. an asterisk [\*]) must be included to distinguish content.
- 2. Confirm sufficient contrast is provided between the foreground and background colors. A minimum contrast ratio of 4.5:1 is required. Use the **Font Color** picker from the **Home** ribbon to choose an appropriate color against the background.

## → Style Sections as Headings

Headings indicate a new content section. Headings show the hierarchy of content in the document. Utilize one of Excel's four heading levels while keeping in mind to a) limit the use of Heading 1 and b) when possible use headings sequentially.

- 1. Highlight the cell that contains the desired phrase.
- 2. Navigate to the Home ribbon and locate the Styles pane



3. Select **Heading 1** – **Heading 4** for the phrase respective to its hierarchy in the document.

Titles and Head	lings					
Heading 1 Heading 2		Heading 3 Heading 4		Title	Total	
Themed Cell St	yles					
20% - Accent1	20% - Accent2	20% - Accent3	20% - Accent4	20% - Accent5	20% - Accent6	

#### ➔ Add Descriptions to Graphics

Alternate (ALT) text should be added to pictures, clip art, charts, and shapes. Keep ALT text to 250 characters or less.

<u>Note</u>: Complex images, such as organizational charts and data graphs, require text alternatives be provided. Users must be directed to the additional description.

- Pre-step for Complex Images: For an image made of multiple pieces, select all the pieces and activate the context menu (or right click) to select Group > Group.
- Activate the context menu of (or right click) the image or object and activate Format Picture (or Format Shape).

🖑 👷 🔟			
▶ Size			
▶ Properties			
▶ Text Box			
▼ Alt Text			
Title 🛈			
Do Not Put Alt Text Here			
Description			
Put Alt Text Here			

Format Dicture

- 3. Navigate to Layout & Properties > Alt Text.
- 4. Provide the purpose of the image or object in the **Description** field.

#### → Inject Hyperlinks

Ensure the link text sufficiently describes the purpose of the link.

- 1. From **Insert** > **Links** group, activate **Hyperlink** to open the **Insert Hyperlink** dialog.
- 2. In the **Text to display** field, type a phrase that describes the link's purpose.
- 3. Place the URL in the Address field.
- 4. Navigate to and activate **OK**.

### → Give Worksheets Unique Names

Sheet names provide information about what is the purpose of the worksheet. Blank sheets in a workbook should be removed.

- 1. Navigate to a worksheet tab and activate the context menu (or right-click) and select **Rename**.
- 2. Type a brief, unique name that is descriptive of the sheet contents.

40						
41						
	Q1 Reserch	Q1 Results	Q2 Research	Q2 Results	Impact	+

#### → Title the Document

Document titles assist users in identifying the desired document.

- 1. Navigate to and select File > Info > Properties
- 2. Select Advanced Properties > Summary
- 3. Enter a meaningful title in the **Title** field.
- 4. Optional: Enter an Author (i.e. organization name)
- 5. Navigate to and activate **OK**.

### → Perform a High Level Accessibility Check

Use the **Check Accessibility** feature to check items that can be automatically reviewed. Manual inspection is required in order to perform a full accessibility check.

 Navigate to File > Info > Check for Issues > Check Accessibility

Ac	Check cessibility

- 2. Locate and confirm the **Accessibility Checker** pane opens with results.
- **3.** Select an issue to see **Additional Information** and steps to resolve the issue. <u>Note</u>: False positives are possible.

Instructions based on Microsoft Office 2016.