Excel Document Accessibility Checklist

Guidance	Description	Test
File name is descriptive	Descriptive file names are necessary for users who rely on screen readers and beneficial to all users to find your document.	1. In the File tab, select "Save As." 2. At the top of the window, select "Enter file name here." 3. Type in a descriptive file name.
Workbook title is descriptive	A descriptive workbook title is necessary for users who rely on assistive technology.	1. In the File tab, select "Info." 2. Find the "Properties" section on the right-hand side. 3. Select "Add Title." 4. Type in a descriptive title.
Worksheet titles are descriptive	Descriptive worksheet titles are necessary for users who rely on assistive technology.	1. Find the worksheet title at the bottom of the window. 2. Right-click the worksheet title. 3. Select "Rename." 4. Input a descriptive title.
File is in .xlsx format	The .xlsx format is required for users who rely on assistive technology and a best practice for all users across devices.	1. At the top of the Excel window, click on the document's name. 2. In the pop-up window, ".xslx" should appear to the right of your file name. 3. If your document is not a .xslx file, click File. 4. Select "Save As." 5. In the file type, select the drop-down menu and select "Excel Workbook (*.xslx)"

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Workbook is not protected	Unprotected workbooks allow users to enable accessibility features.	1. In the Ribbon, navigate to the Review tab 2. Ensure the Allow Edit Ranges section is clickable.
Built-in features used to organize content	Built-in features make your content more accessible for users who rely on assistive technology.	1. Explore the Ribbon for Page Layout, Design and Insert options. 2. When possible, check the Ribbon for options before incorporating external content.
Sheet can be navigated in a logical order using the Tab/arrow keys	Logical navigation order is necessary for users who rely on assistive technology such as screen readers.	1. Select a cell. 2. Use the Tab key or arrow keys to navigate the document. Navigation should move left to right, from top to bottom.
Worksheet starts in cell A1	Worksheets that start in cells other than A1 are misleading for all users.	1. Select cell A1. 2. Place your first data point or text.
Link names are descriptive	Descriptive link names are necessary for users who rely on assistive technology and informative for all users.	1. Find a hyperlink in your worksheet. 2. Draft a phrase or sentence that describes the destination or description of the link. 3. Highlight your descriptive phrase. 4. Navigate to the Insert tab of the Ribbon. 5. Select the Link dropdown arrow. 6. Select "Insert Link." 7. Paste the link or email address into the pop-up menu's corresponding tab. 8. Click OK.

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Vital information in headers and footers is duplicated in the worksheet	Vital information only included in headers and footers is inaccessible to users who rely on assistive technology and hard to find for all users.	1. Identify any vital information contained only in headers, footers or watermarks. 2. Include this information in the text of the worksheet.
Data tables are created using built-in table format styles	Built-in table format styles are easier to navigate for users who rely on assistive technology.	1. When creating or changing Table style, first find the Home tab on the Ribbon. 2. Use the styles and cells options built into Excel.
Header Row and/or First Column in the Table Design / Table Style Options tab is checked	Designated header rows and columns on tables are required for users who rely on assistive technology to navigate the table.	1. Highlight your header row and/or first column. 2. In the Home tab, find the Styles section. 3. Click "Format as Table." 4. Select "New Table Format." 5. In the window, select "Header Row" and/or "First Column." 6. Click OK.
Images and other visual objects contain alt text	Alternative text is required for users who rely on assistive technology.	1. Right-click image or visual object. 2. Select "View Alt Text." 3. Write or edit Alt Text in the pop-up window.

Guidance	Description	Test
Colors and other visual characteristics that convey information are also described in text	Relying on color or other visuals alone to convey information is inaccessible to users with disabilities and hard to find for all users.	1. Identify where you use colors or visual elements to convey information. 2. Include this information in the worksheet.
Contrast ratio between text and background is sufficient	Sufficient color contrast is necessary for users with visual disabilities and more visually appealing to all users.	1. In the Ribbon, select the File tab. 2. Select "Print." 3. In the Print menu, select the "Grayscale" option. 4. Content that is hard to see in grayscale will likely not pass color contrast ratio standards. 5. Check specific color ratios by using a color contrast checker.
There are accurate, corresponding descriptions of embedded files	Accurate descriptions of embedded files are informative for all users.	1. Identify all multimedia content in your document. 2. Instead of embedding multimedia content, consider hosting it on a website (such as YouTube or the college's news website) and linking to it in the document. 3. All video content must be accompanied by captions and a version that includes audio descriptions. 4. All audio content must be accompanied by a transcript or text description.

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Forms are avoided	Excel is inappropriate for creating forms of any kind.	1. Avoid using Excel to create forms. 2. See the PDF forms guidance.
Flashing objects are excluded	Flashing objects are dangerous for users with disabilities related to epilepsy or seizures and disruptive for all users.	1. Confirm your worksheet has no flashing objects. 2. Remove any flashing objects present in the workbook.
Column width is adjusted so data is easy to read	Adequate column width is beneficial for all users' readability.	1. Select the full table by clicking the arrow in the top-left corner of your worksheet. 2. In the Home tab, find "Cells." 3. Select "Format." 4. Select "Column width" from the dropdown menu. 5. In the pop-up window, increase the Column width number. 6. Click OK.
Row height is adjusted so data is easy to read	Adequate row height is beneficial for all users' readability.	1. Select the full table by clicking the arrow in the top-left corner of your worksheet. 2. In the Home tab, find "Cells." 3. Select "Format." 4. Select "Row height" from the dropdown menu. 5. In the pop-up window, increase the Row height number. 6. Click OK.

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"Freezing" top row, first column and/or panes as necessary	Frozen top rows, columns or panes are helpful for all users to understand data tables.	1. Using the Search bar at the top of your window, type in "Freeze." 2. Select "Freeze panes." 3. From the pop-up window, select "Freeze Panes," "Freeze Top Row" or "Freeze Column."
Hidden columns and rows are hidden as needed	Hidden columns and rows are misleading for users who rely on screen readers because screen readers cannot access hidden content.	1. Select the rows or columns you want to hide. 2. In the Home tab, find "Cells." 3. Select "Format." 4. Select "Hide & Unhide." 5. Click "Hide columns" and/or "Hide rows."
No more than one empty row is used to visually separate elements	Empty rows are misleading for users who rely on screen readers and pull focus for all users.	1. Identify empty rows separating elements. 2. Delete extra empty rows.