



Division Accessibility

UofA
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Excel Accessibility Cheat Sheet

1. Alternative Text

All of my images have alt text or have been labeled as 'decorative'.

2. Color and Color Contrast

The colors in my document contrast enough that readers can easily understand what is in my document.

3. Links

All the links I have in my excel file are clear and descriptive.

4. Sheet Tabs

All my sheets have unique names. I do not have any blank sheets.

5. Formatting

My file name is descriptive and saved as a '.xlsx'. My file has a logical reading order.

6. Table Structure

My tables don't have any nested cells, merged cells, or split cells. My tables don't have any completely blank rows or columns.

7. Headers

All of the tables in my document have headers.