Microsoft PowerPoint Accessibility Cheat Sheet

By following this checklist, you can make sure that your Microsoft PowerPoint follows Division accessibility requirements.

☐ Plain Language
- I have removed unnecessary jargon or technical terms.

☐ Display
- I haven't included animations, slide transitions, or moving graphics.
- The text boxes in my PowerPoint are only used to display text.

☐ Color and Color Contrast
- None of the information in my PowerPoint is based just on color, size, shape, or position.
- The colors in my PowerPoint contrast enough that viewers can easily understand what is being displayed.

☐ Reading Order and Slide Titles
- I have checked the reading order of my PowerPoint to make sure everything is displayed the way I intended it to be.
- I have given all the slides in my PowerPoint a unique title.

☐ Tables and Charts
- I have included table headers, table captions and a text description.

☐ Alternative Text and Images
- All my images have alt text or have been labeled as 'decorative'.

☐ Links
- All the links I have put in my PowerPoint are clear and descriptive.

☐ Text
- My text is at least in 11pt font.
- The color of my text contrasts with its background enough that it is easily readable.
- I have used accessible text fonts, and have limited 'decorative' fonts in my slides.