# 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.
- My writing is organized and concise.
- I have written for my intended audience.

☐ **Display**
- I haven't included animations, slide transitions, or moving graphics.
- My slides are uncluttered.
- 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**
- I have checked the reading order of my PowerPoint to make sure everything is displayed the way I intended it to be.

☐ **Slide Titles**
- I have given all the slides in my PowerPoint a unique title.

☐ **Tables and Charts**
- I have not added tables or charts for decoration.
- If I do have a table in my PowerPoint, I have included table headers and table captions.
- If I do have a table or chart in my PowerPoint, I have included a text description of the information presented.

☐ **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.

## Need More Help?

If you are still having trouble making your PowerPoint accessible, or you have questions, please contact us by email.

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