



Excel Accessibility Cheat Sheet

By following this checklist, you can make sure that your Microsoft Excel Workbooks follow Division accessibility requirements.

- Alternative Text and Images**
 - All my images have alt text or have been labeled as 'decorative'.
- Color and Color Contrast**
 - None of the information in my document is based on just color, size, shape, or position.
 - The colors in my document contrast enough that readers can easily understand what is in my document.
- Links**
 - All the links I have in my excel file are clear and descriptive.
- Sheet Tabs**
 - All my sheets have unique names.
 - I do not have any blank sheets.
- Formatting**
 - My file name is descriptive and saved as a ".xlsx".
 - My file has a logical reading order.
- Table Structure**
 - My tables have a simple 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.
- Headers**
 - All of the tables in my document have headers.

Need More Help?

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

Madison Ellis – Accessibility Specialist – mjellis@uada.edu

Amy Cole – Digital Media Program Manager – accole@uada.edu