

# RESOURCE PAGE MICROSOFT EXCEL

## MICROSOFT WEBSITES

### Accessibility support for Excel

<https://support.microsoft.com/en-us/office/accessibility-support-for-excel-0976b140-7033-4e2d-8887-187280701bf8>

- Get started using accessible features in Excel
- Work with tables and workbooks
- Work with charts and data
- Work together in Excel

### Make your Excel documents accessible to people with disabilities

<https://support.microsoft.com/en-us/office/make-your-excel-documents-accessible-to-people-with-disabilities-6cc05fc5-1314-48b5-8eb3-683e49b3e593>

- Windows, Mac, iOS, Android, Windows for mobile devices, Web: Best practices for making Excel documents accessible
  - **Add alt text** to visuals in Microsoft 365
  - **Add alt text** to visuals in Office 2019
  - **Add alt text** to visuals in Office 2016
  - Make hyperlinks, tables, and sheet tabs accessible
    - Add hyperlink text and ScreenTips
    - Use accessible text color
    - Use headers in an existing table
    - Add headers to a new table
    - Rename sheet tabs
    - Delete sheet tabs

### Improve accessibility with the Accessibility Checker, Windows, MacOS, Online

<https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>

- Use the Accessibility Checker
- Fix recommendations with ease
- Check accessibility while you work
- Don't see Accessibility Checker?

### Rules for the Accessibility Checker

<https://support.microsoft.com/en-ie/office/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1>

- Accessibility Checker rules
- Accessibility Checker errors, warnings, and tips
- Accessibility Checker limitations
- What's new in Accessibility Checker

## Everything you need to know to write effective alt text

<https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2>

- When to use alt text?
  - Images and pictures
  - Diagrams, flow charts, and charts
  - Videos
- When not to use alt text?
  - Decorative visual objects
  - Slicers and tables
- How to add alt text to an object?
- Tips for using alt text in Microsoft Office
- Automatic alt text
- Where to find alt text functional guidelines – additional resources

## Accessibility video training

[https://support.office.com/en-us/article/video-start-with-an-accessible-excel-template-918db751-1585-41c5-9ddf-5d7a0915afaf?wt.mc\\_id=otc\\_accessibility\\_video\\_training&ui=en-us&rs=en-us&ad=us](https://support.office.com/en-us/article/video-start-with-an-accessible-excel-template-918db751-1585-41c5-9ddf-5d7a0915afaf?wt.mc_id=otc_accessibility_video_training&ui=en-us&rs=en-us&ad=us)

- Start with an accessible Excel template
  - Find an accessible template
  - Explore accessible template features
- Create more accessible tables in Excel
  - Transform data into a table
  - Add a descriptive table name
  - Apply an accessible design
  - Increase the font size
  - Increase space between rows
  - Adjust the column width to fit the text
  - Left-align text
- Create more accessible charts in Excel
  - Create a chart
  - Make chart labels descriptive
  - Make chart labels legible
  - Add alt text to a chart

## OTHER WEBSITES

U.S. Department of the Interior: Creating Section 508 Compliant Excel Spreadsheets:

- <https://www.doi.gov/ocio/section508/508-excel-creation>

U.S. Department of Health & Human Services: Excel Document 508 Checklist

- <https://www.hhs.gov/web/section-508/making-files-accessible/checklist/excel/index.html>

Pennsylvania State University: Excel Tips

- <https://accessibility.psu.edu/microsoftoffice/excel/>

Section508.gov: Create Accessible Spreadsheets

- <https://www.section508.gov/create/spreadsheets>