

CREATING AN ACCESSIBLE EXCEL DOCUMENT

Excel is a widely used application to organize and present data. With the help of the built-in Accessibility Checker, you can design and/or retrofit Excel spreadsheets to meet accessibility standards.

MAJOR POINTS TO KEEP IN MIND

1. Structure content using the built-in headings and cell styles
2. Provide each sheet a unique name and remove blank sheets
3. Specify headers for rows and columns
4. Ensure tables have proper titles and summary descriptions
5. Add alternative text to images, graphs, and figures
6. Add links by using the “Insert Hyperlink” feature and provide descriptive link text
7. Ensure sufficient contrast between content and background
8. Use the built-in Accessibility Checker

OTHER POINTS TO KEEP IN MIND

1. Avoid blank cells, rows, and columns
2. Avoid merging and splitting cells when possible
3. Add an “End of Table” message after the last row
4. Avoid watermarks
5. Avoid using color as the only way to convey meaning
6. Provide alternative format with equivalent information when documents cannot be made accessible

SEE THE FOLLOWING FOR MORE COMPREHENSIVE GUIDANCE

[Microsoft Guidance on Creating Accessible Excel Spreadsheets](#)

[Penn State University Tips on Accessible Excel](#)