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Using accessibility features

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Set save options

Controlling page appearance

Controlling text flow

Exercise: Checking accessibility

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. 🔗 Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

In this exercise, you will make your RFP document more accessible.

1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

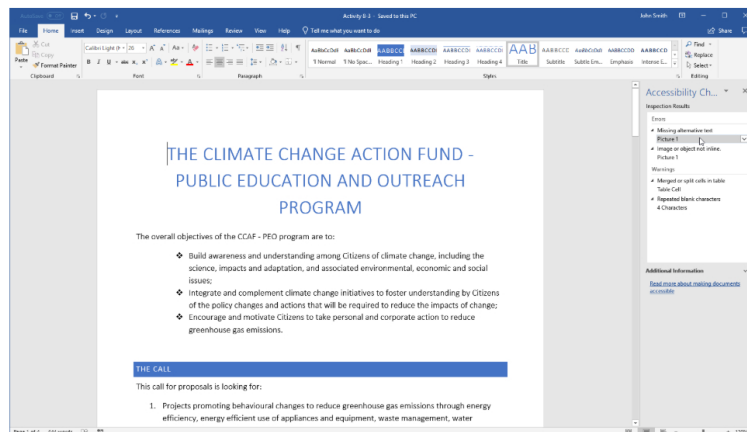Exercise: Checking accessibility 🔗

2. Let's run the Accessibility Checker on this document. Click Review → Check Accessibility:

3. The Accessibility Checker will open on the right-hand side of the window:
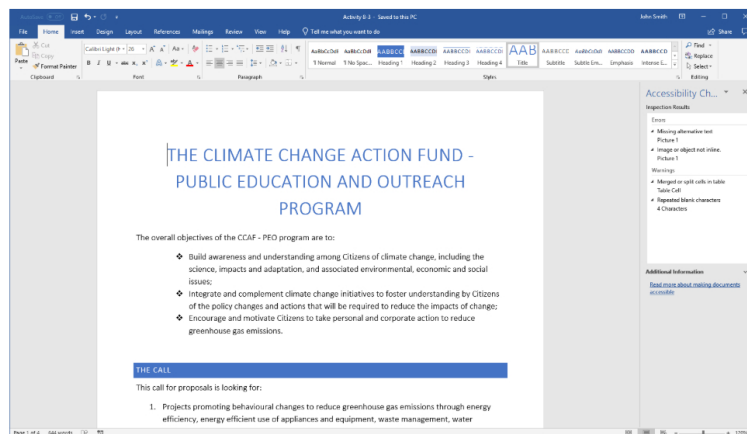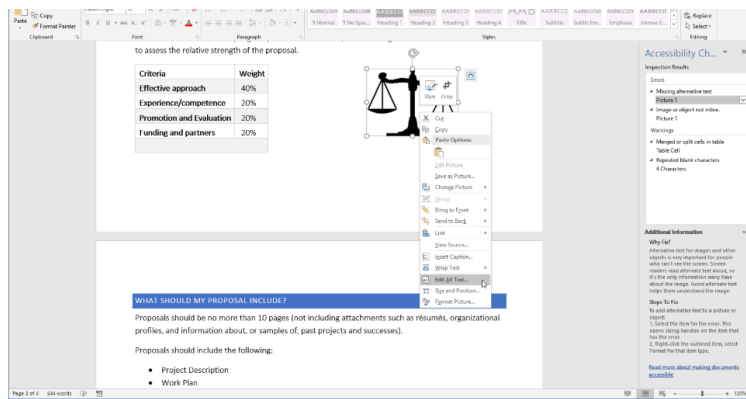

4. The first issue indicates that one image does not have alternative text. Click this entry to select the affected image:
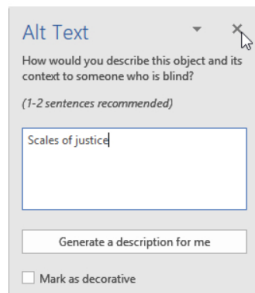

5. To add alternative text to this object, right-click the image and click "Edit Alt Text:"
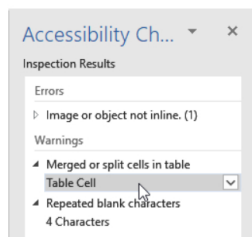
6. The Alt Text task pane will open beside the Accessibility Checker. Enter, "Scales of justice" for the text and close the task pane:


7. The related warning will no longer appear in the Accessibility Checker. We can ignore the error about the content not being inline, and we can address the next error. Click the "Table Cell" entry to select it:

8. Since this problematic merged row is blank, we can just remove it. Right-click the row and click "Delete Rows:"
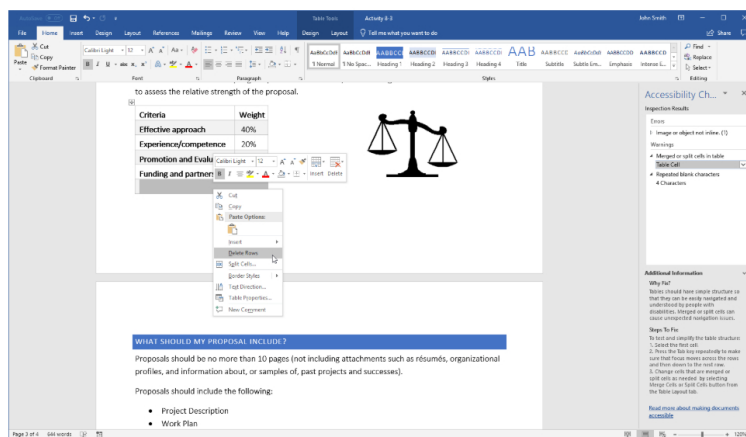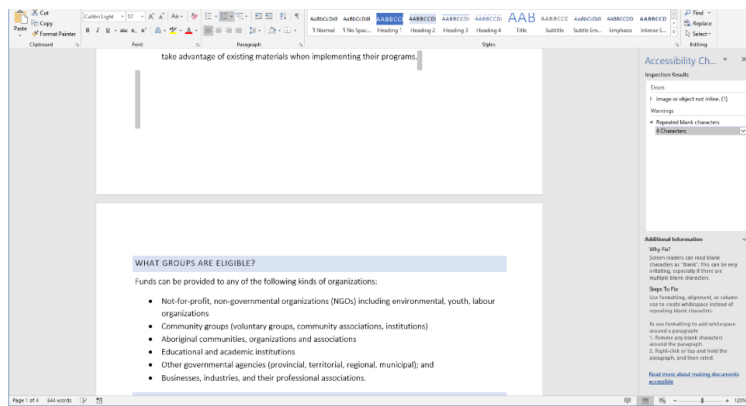

9. The warning will now be resolved. Click the final warning in the Accessibility Checker:
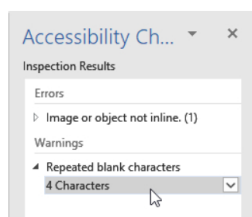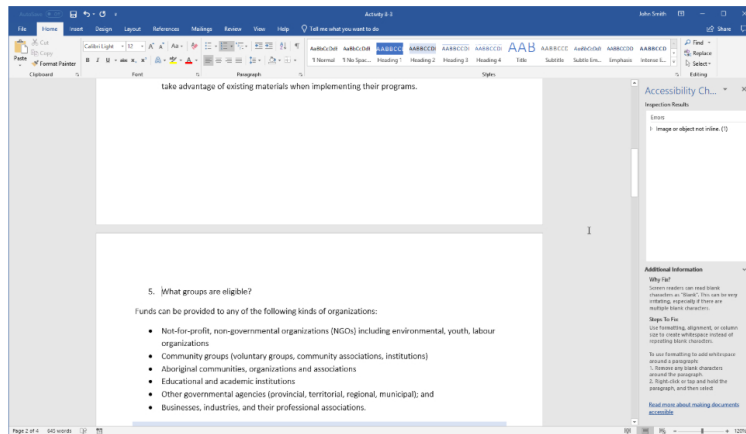

10. The repeated characters will now be selected. Press the Backspace key on your keyboard to remove them:

11. Press Ctrl + Enter to create a page break instead:

12. Save your document as Activity 8-3 Complete and close Microsoft Word 365.

13. Now, you can check out an example of a completed document in the link below:

Completed exercise: Checking accessibility ⧉

Mark as completed

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