Your grade: 100%

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

[Next item →]

1. What standard formatting feature in Word can help all readers understand the flow of a document?   **1 / 1 point**

   ○ **Font Choice**

   ○ **Paragraph Spacing**

   ⦿ **Styles**

   > ✓ **Correct**
   > By using consistent heading styles and using them in descending order, you are making it easier for the reader to understand the structure of the document and understand how one heading relates to another.

2. The **Accessibility Checker** feature helps you to check the document for any possible accessibility issues. Where can you find it?   **1 / 1 point**

   ○ The **Home Tab**

   ○ In the **Editor** side pane

   ⦿ On the **Review Tab**

   > ✓ **Correct**
   > The **Check Accessibility** command is in the **Accessibility** group on this tab.

3. Were can you turn on **Read Aloud** feature?   **1 / 1 point**

   Select all options that apply.

   ☑ The **Immersive Reader** on the **View** tab

   > ✓ **Correct**
   > **Read Aloud** is one of the options available in the **Immersive Reader**.

   ☐ The **Views** section on the **View Tab**

   ☑ In the **Review** tab

   > ✓ **Correct**
   > The **Speech** section of the **Review Ribbon** contains the **Read Aloud** choice.

4. You have added a picture to your document. How do you add **Alternative Text** so that visually impaired readers know what is in the picture?   **1 / 1 point**

   Select all options that apply.

   ☐ Use the **Insert** tab.

   ☑ Use the **Picture Format Tab.**

   > ✓ **Correct**
   > When the picture is selected the **Picture Format** tab appears on the right-hand side of the **Ribbon** area. The **Alt Text** command is in the **Accessibility** group on this tab.

   ☑ Right-click on the picture and choose from the shortcut menu.

   > ✓ **Correct**
   > The shortcut menu will contain the **Edit Alt Text** command which will allow you to type in a text description of what the picture is showing.

5. Which of the following approaches would improve accessibility for someone with a visual impairment?   **1 / 1 point**

   Select all options that apply.

   ☑ Avoiding **Watermarks**

   > ✓ **Correct**
   > Correct! As **Watermarks** are a graphic element sitting behind the text, they may not be identified correctly by a screen reading program.

   ☑ Using a consistent format style for headings.

   > ✓ **Correct**
   > Correct! If headings are formatted using consistent text formatting, it will be easier for a visually impaired reader to identify the text as a heading.

   ☐ Do not use **Tables** in the document.