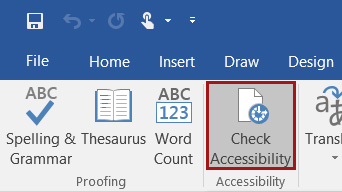
# Microsoft Word Demo

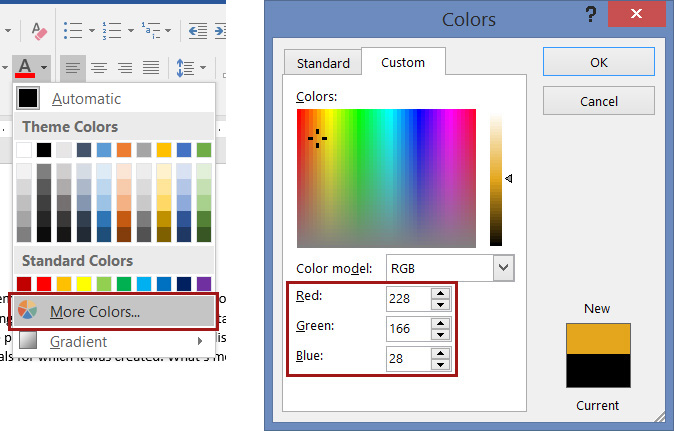
1. Open accessible\_doc\_exercise.docx



1. In the Review tab, click “Check Accessibility” towards the left *[not available in some versions of Word]*
   1. You can see there are several errors. We’ll make some changes that will get rid of these as we go along. You can keep the checker open or close it throughout this exercise.

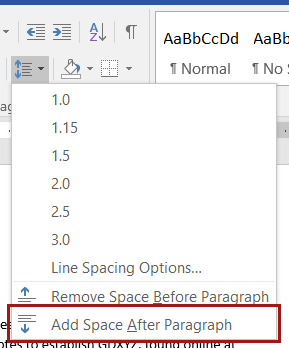
## Styles, Headings, & Colors

1. Highlight the large paragraph and change its font to Calibri 12pt
   1. Click in the paragraph to deselect (don’t click in the link to preserve link styling)
   2. Right-click “Normal” in the Styles panel and click “Update Normal to Match Selection”
2. Highlight “Year in Review” and click “Heading 1” in the Styles panel
3. Change the color of the heading:



* 1. Click the Font Colors dropdown arrow, then click “More Colors…” and use the Custom tab to choose a color
  2. Enter your color’s RGB values into the foreground color field at   
     <http://contrast-finder.tanaguru.com/>
  3. Change the background color to hexadecimal: #FFFFFF (white)
  4. Change Minimum ratio to 3 (the AA required ratio for large text)
  5. Click “Check and find contrast”
  6. Scroll down
     1. If it says “Valid Contrast,” no more action is required
     2. If it gives suggestions for “New contrast,” choose one and copy the new RGB values into your Word document’s color
  7. Right-click “Heading 1” in the Style panel and click “Update Normal to Match Selection”

1. Highlight “Board of XYZ” and turn it into a Level 2 Heading



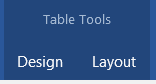
1. Highlight “Further Reading” and turn it into a Level 2 Heading
   1. In the Paragraph panel, click the Line and Paragraph Spacing dropdown
   2. Click “Add Space After Paragraph” *[In some versions of Word, click “Line Spacing Options…” and specify the spacing.]*
   3. Right-click “Heading 2” in the Style panel and click “Update Normal to Match Selection”
2. Go to the View Tab and check “Navigation Pane” to view your headings *[Mac 2011: View > Sidebar > Document Map Pane]*

## Table of Contents

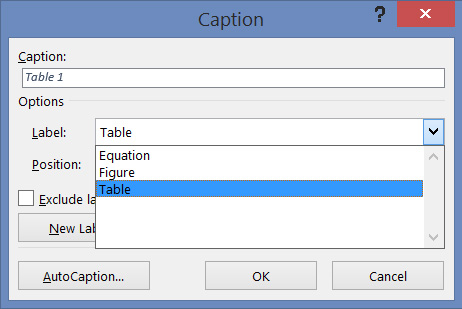
1. Click at the beginning of the first paragraph, then hit Ctrl+Enter *[⌘+Return on Mac]* to add a page break
2. At the top of the document, add a new line after the Heading 1
   1. Go to References tab and click Table of Contents
   2. Choose one of the two Automatic Table of Contents styles *[Mac 2011: Insert > Index and Tables… > Table of Contents > OK]*

## Tables

1. Click in the first row of Table 1



* 1. Go to the Table Layout tab now listed under “Table Tools” at the top of your window
  2. Click “Repeat Header Rows” in the Data panel
  3. Go to the Table Design tab
  4. In the Table Style Options panel, make sure that “Header Row” is checked, and *uncheck* “First Column”
  5. In the Table Styles panel, choose a style



* 1. Go to the References tab
  2. In the Captions panel, click “Insert Caption” *[Mac 2011: Insert > Caption]*
  3. Under Options, change the Label to “Table” and click “OK”
  4. Delete the original “Table 1” label
  5. Right-click in the table and open Table Properties
  6. In the Alt Text tab, add a brief description of the table

1. Add a space before Table 2
   1. Copy and paste the names from the table in numerical order, each separated by a new line
   2. Highlight the list, go to the Layout tab, and click “Columns” in the Page Setup panel to put the list in 3 columns
   3. Highlight the entire 3-column table, right-click, and delete the table
   4. Delete “Table 2” and the extra line
2. Click in Table 3
   1. Go to the Table Layout tab and click “Convert to Text” in the Data panel
   2. Select “Paragraph marks” and click “OK”
   3. With the list highlighted, go to the Layout tab, and click “Columns” in the Page Setup panel to put the list in 3 columns
   4. Delete “Table 3”

## Bullets & Numbering

1. Separate the Board Chair’s responsibilities by line



* 1. Turn the list into a bulleted list
  2. Use the bulleted list dropdown to change the list style

1. Separate the Board meeting agenda items by line



* 1. Turn the list into a numbered list
  2. Separate the parenthetical notes paired with items 4 and 5 and turn them into sub-list items by:
     1. Hitting “Tab” on your keyboard,



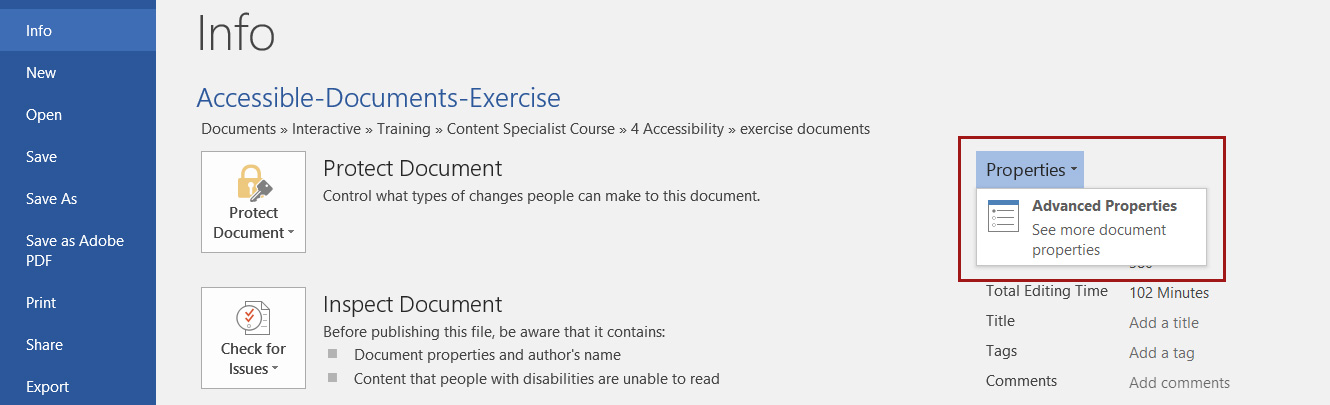
* + 1. Clicking the “Increase Indent” icon, or
    2. Changing List Level in the Numbering dropdown menu *[not in some versions]*

## Images

1. Right-click on the Board image
   1. Click “Picture…” *[“Format Picture…” in some versions]*
   2. In the Alt Text tab, write an alt text description, 2 sentences at most. (This is “brief alt text”)
2. Right-click on the Annual Applications graph
   1. Click “Picture…”
   2. In the Alt Text tab, write a longer alt text description to explain the graph

## Finish & Save

1. Go to the File tab
   1. Click on “Properties” at the right of the Info screen *[Mac 2011: File > Properties]*
   2. Click “Advanced Properties” from the drop-down menu
   3. In the Summary tab, add a title, author, and comment
   4. Click “OK”



1. In the Review tab, click “Check Accessibility”
   1. Fix any remaining errors
2. In the File tab, click “Save as Adobe PDF”
   1. Click “Options”
   2. Check the following *[not available in some versions]*:
      1. Convert document information
      2. Enable Accessibility and Reflow with tagged Adobe PDF
      3. Create Bookmarks
      4. Convert Word Headings to Bookmarks
   3. Click “OK” and save the PDF

