

Word 2010 All Elements Document

CSUN 2011 Test Document from Word 2010

This document contains all elements that are being tested for as included in the other test files. All elements are styled correctly and marked up to the best they can be for this application.

Images

All non-text elements must have alternate text associated with them



Headers

A heading structure must be present in order to create a navigational base to a document. Heading must be used in heirarchial order. A comparison to this would be the way an outline is developed.

Title

Although the use of the actual "title" element is unknown, this document will use it from the style menu as well as placing it in the document properties

Lists

List Best Practices include

- Use Lists to emphasize information, group information, or represent information in a certain order.
- Do not use the TAB key for creating indented lists.

Adding a list in 2003 is easy:

1. Select Format from the Main menu (ALT + O)
2. Select Bullets and Numbering (ALT + N)

Tables

Tables should be used for data display only and not for layout. All tables should use TH for the headers. Merged cells should be represented by colspan and rowspan elements

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

Name	Last year		This year	
	Entered	Finished	Entered	Finished
Sam	5	1	4	2
Bob	6	3	4	1
Sue	11	9	10	5

Forms

Interactive form elements need to include all information in the property boxes so assistive technology can read them.

Textbox Example

Name Click here to enter text.

Checkbox Example

Dog ☐

Dropdown List

Choose an item.