

Excel is a program in which students are able to make spreadsheets and charts online to manage data. It is an efficient way for students to organize data and create organized results. However, when creating an excel sheet and publishing it for others to see, there are important steps to take to make sure your excel document is accessible to those with disabilities. Most of the information included in this document is taken from Microsoft's website in an article titled "Make your Excel documents accessible to people with disabilities" (<https://support.microsoft.com/en-us/office/make-your-excel-documents-accessible-to-people-with-disabilities-6cc05fc5-1314-48b5-8eb3-683e49b3e593#PickTab=macOS>). Please note that certain instructions may differentiate on a Windows, Mac, or using the Web Browser.

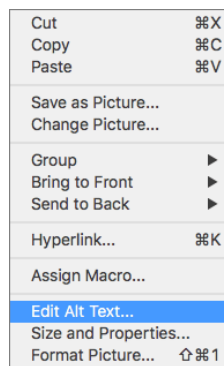
To make sure that your document is accessible, "include alternative text with all visuals, add meaningful hyperlink text and ScreenTips, give all sheet tabs unique names, remove blank sheets, use a simple table structure, and specify column header information."

Adding Alternative Text to Images

To add alternative texts to pictures and screenshots in an excel file..

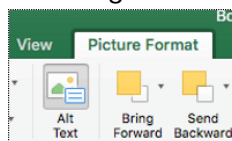
Note: the screenshots in this article have been taken from Microsoft's Website

1. Right-click the image (on a mac, press the trackpad or apple mouse with two fingers) and select **Edit Alt Text...**



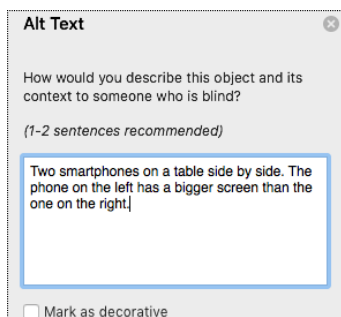
SS #1

Or select the image and click **Select Picture Format > Alt Text**.



SS #2

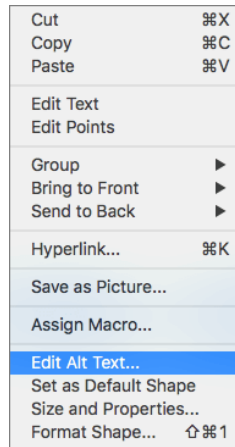
2. Type 1-2 sentences to describe the image and its context to someone who cannot see it.



SS #3

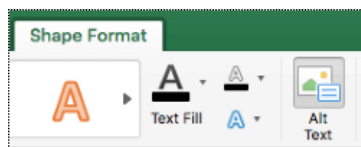
Adding Alternative Text to Shapes

1. Right click a shape (on a mac, press the trackpad or apple mouse with two fingers) and select **Edit Alt Text...**



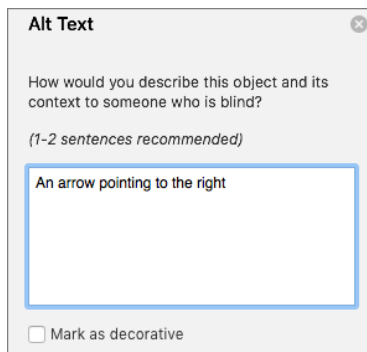
SS #4

The **Alt Text** pane will open at the top of the excel file



SS #5

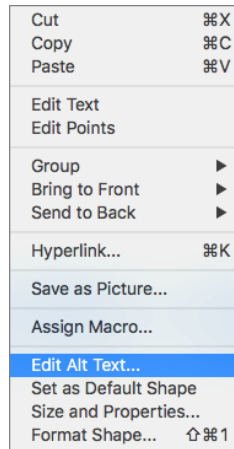
2. Type 1-2 sentences to describe the shape and its context.

A screenshot of the 'Alt Text' dialog box in Excel. The title bar says 'Alt Text'. Inside, it asks 'How would you describe this object and its context to someone who is blind?' and suggests '(1-2 sentences recommended)'. There is a text input area with a blue border containing the text 'An arrow pointing to the right'. At the bottom, there is a checkbox labeled 'Mark as decorative' which is currently unchecked.

SS #6

Add Alternative text to SmartArt graphics:

1. Right-click a SmartArt graphic (on a mac, press the trackpad or apple mouse with two fingers).
Select **Edit Alt Text...**



SS #7

Select a SmartArt graphic. Select **Format > Alt Text**.



SS #8

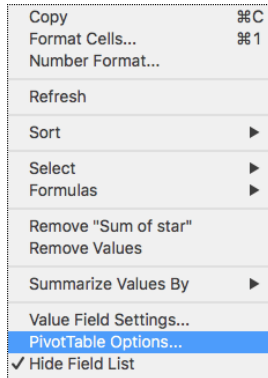
2. Type 1-2 sentences to describe the SmartArt graphic and its context to someone who cannot see it.

A screenshot of the 'Alt Text' dialog box. The title bar says 'Alt Text'. The main text asks 'How would you describe this object and its context to someone who is blind?' and suggests '(1-2 sentences recommended)'. There is a text input area with a blue border containing the text 'An arrow pointing to the right'. At the bottom, there is a checkbox labeled 'Mark as decorative' which is currently unchecked.

SS #9

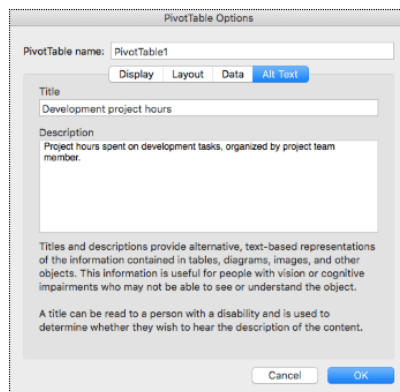
Add Alternative Text to PivotTables:

1. Right-click a PivotTable (on a mac, press the trackpad or apple mouse with two fingers), and select **PivotTable Options...**



SS #10

2. In the **PivotTable Options...** dialog, select **Alt Text**.
3. In the **Alt Text** tab, type a title for the PivotTable in the **Title** text box.
4. In the **Description** text box, type 1-2 sentences to describe the table and its context to someone who cannot see it. Once you're done, select **OK**.

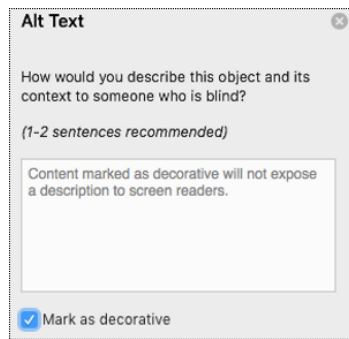


SS #11

Mark Visuals as decorative:

If your visuals are purely decorative and add visual interest but do not need an explanation, you can mark them as decorative without needing to add alternative text.

1. To open the Alt Text pane, do one of the following:
 - A. Right-click a visual. Select **Edit Alt Text...**
 - B. Select a visual. Select the **Format** tab for the visual > **Alt Text**.
2. Select the **Mark as decorative** check box. The text entry field becomes grayed out.



Alt Text

How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

Content marked as decorative will not expose a description to screen readers.

☒ Mark as decorative

SS #12