Accessibility

IT Department

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✎ Course Management

⌄ Course Description

Accessibility

⌄ Content

⌄ Create more accessible email messages in Outlook ⓘ

Create more accessible email messages in Outlook

○ Improve email accessibility

○ Improve image accessibility in email

○ Add accessible tables and lists to email
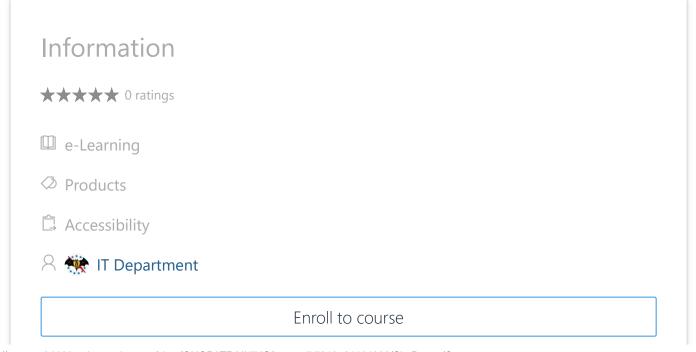
○ Confirmation

Not Started

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▷ Start

∨ Create more accessible Word documents ⓘ

Create more accessible Word documents

○ Improve accessibility with alt text

○ Improve heading accessibility

○ Create accessible links

○ Create accessible tables

○ Creating accessible documents

○ Check document accessibility

○ Create accessible file names

○ Confirmation

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▷ Start

∨ Create more accessible Excel workbooks ⓘ

Create more accessible Excel workbooks

○ Start with an accessible Excel template

○ Create more accessible tables in Excel

○ Create more accessible charts in Excel

○ Confirmation

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▷ Start

∨ Create more accessible slides in PowerPoint ⓘ

Learn how to put content in your PowerPoint slides to make it accessible to all

○ Create more accessible slides

○ Improve image accessibility in PowerPoint

○ Use more accessible colors and styles in slides

○ Design slides for people with dyslexia

○ Save a presentation in a different format

○ Confirmation

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▷ Start

⌄ Microsoft 365 Accessibility Overview and Resources ⓘ

Before sending your email message or sharing your document or spreadsheet, run the Accessibility Checker to make sure your Microsoft Office content is easy for people of all abilities to read and edit.

○ Use the Accessibility Checker

○ Get accessible templates for Office

○ Microsoft 365 Accessibility Intro

○ Confirmation

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▷ Start

Information

★★★★★ 0 ratings

📖 e-Learning

🏷 Products

📋 Accessibility

👤 🦅 IT Department

Enroll to course

Certificates

Complete the course to acquire the certificate