Accessible Spreadsheets Checklist

## PART 1: Main Content

1. **FONTS.**   
   Use a sans serif font, minimum size 12, and set the zoom to 100%.
2. **TABLES.** Make sure tables are simple grids with simple headers, with one per sheet.

* **Unmerge** any merged cells in the table, included merged headers.
* Creatively eliminate any **double** headers (could be rows or columns).
* Delete **empty** rows and columns inside of tables
* Avoid leaving any table cells **blank** (headers and data).

1. **CHARTS.**  Check that charts are well-labeled, have alt text, a long description, and a supporting data table.
2. **COLOR.**
   * Make sure information does not rely on the ability to see color. Test in grayscale.
   * Check for good color contrast.
3. **OTHER.** Check text boxes, floating content, links, images, comments, filters, forms, etc.

## PART 2: Final Presentation

1. **PROPERTIES.**  Check that document properties are ready for publication.
2. **NAMED CELLS.**  Name the upper left cell of each table.
3. **TOP & BOTTOM.** 
   * Make sure A1 is not empty.
   * Add “End of Worksheet” in column A after the last row of data.
4. **SHEETS & TOC.**    
   Name sheets, delete unused sheets, and add a Table of Contents to multi-sheet workbooks.
5. **READABILITY.** Use features to improve readability.
   * For **complex** content, add instructions and/or named ranges.
   * Use freeze panes on **lengthy tables** that require scrolling.
   * For spreadsheets that will be **printed**, set the print area & repeat table headers.
   * Optional: For added readability, remove unused rows and columns.