Microsoft Excel Accessibility for AccessU 2024
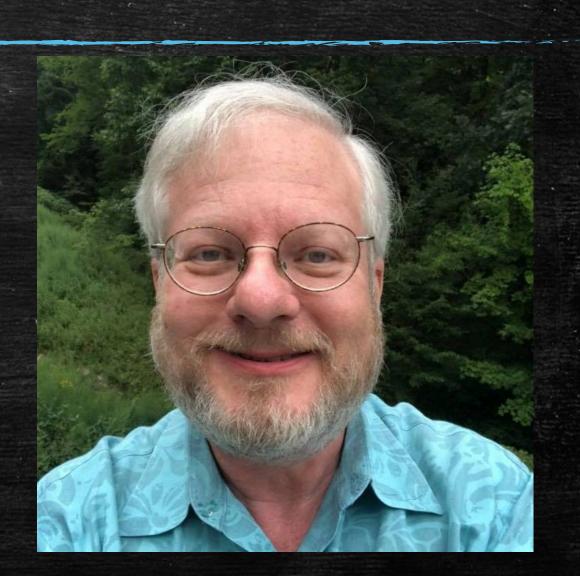
How to Create Excel Files that Can Be Read by All People

About Me

Richard U Steinberg
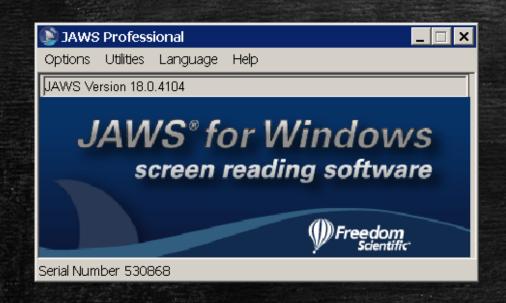
rsteinberg@austinchronicle.com

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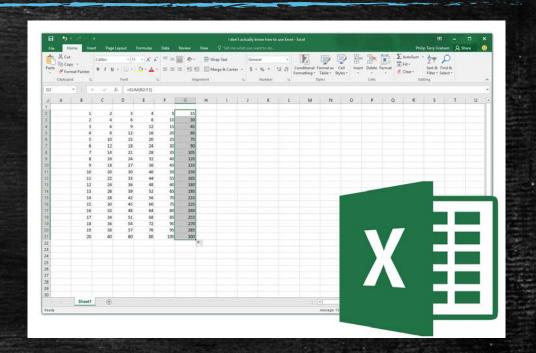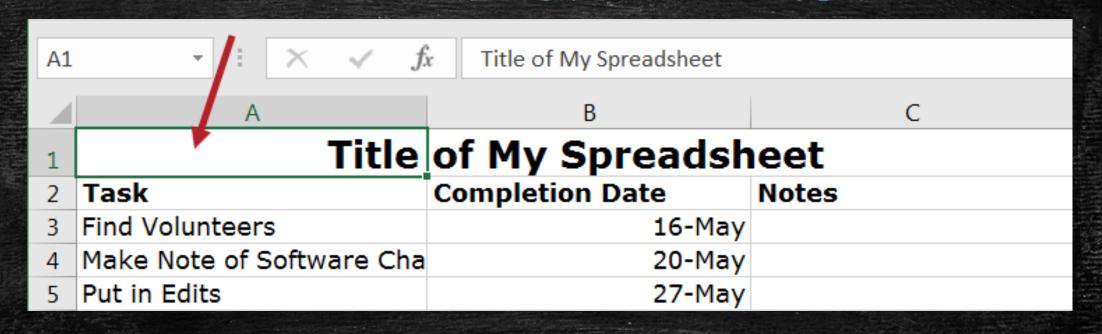
Overview

Introduction to Accessibility

9 Basic Requirements for Excel

1. Start in A1

2. Stay in the Grid

3. No Blank Rows, Columns, Data Cells, and Hide Unused

4. No Merged or Split Cells in Data Portion

5. Worksheet Names and Table Titles; No Blank Worksheets

6. Row and Column Headers

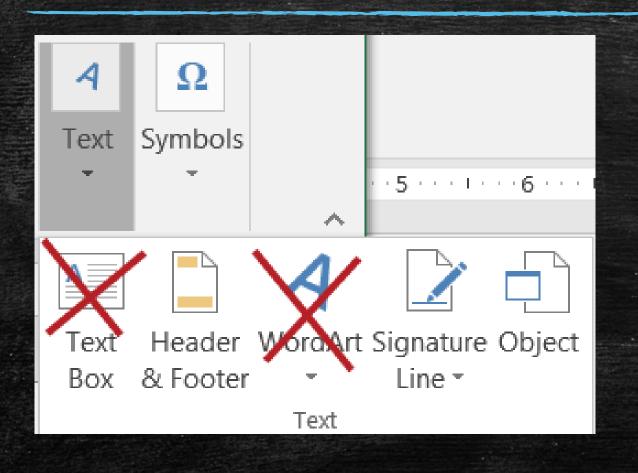7. Alternative Text

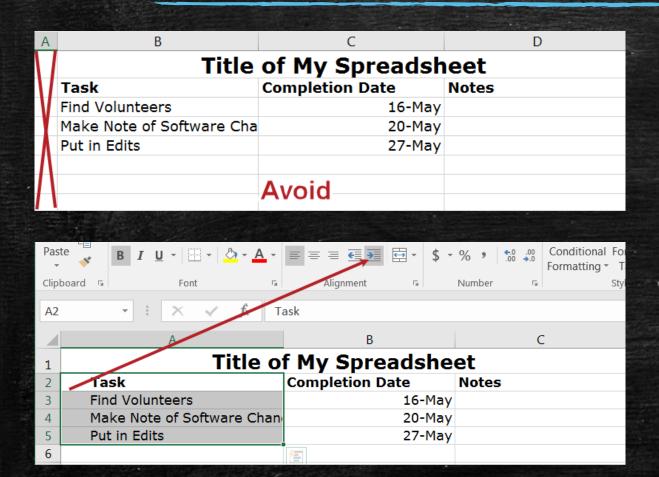8. End of Worksheet, Workbook

9. Before Saving

1. Start in A1

2. Stay in the Grid

3. No Blank Rows, Columns, Data Cells

Title of My Spreadsheet

Task	Completion Date	Notes
Find Volunteers	16-May	
Make Note of Software Cha	20-May	
Put in Edits	27-May	

Avoid
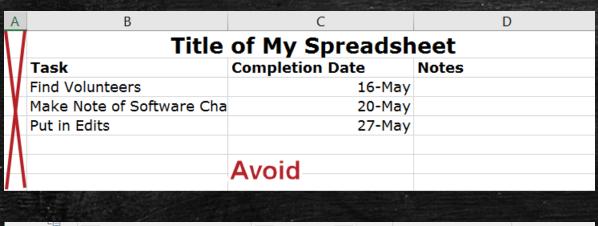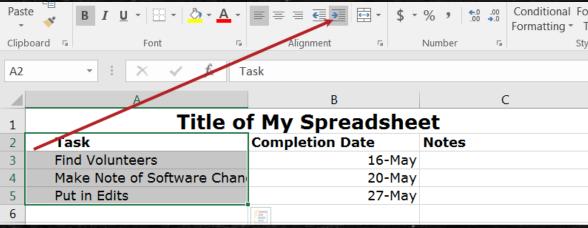
Office 2013/2016 Accessibility Training Module
Timeline - Summer 2016

Task	Completion Date	Notes
Find Volunteers	16-May	No data
Look at old Scripts	20-May	No data
Make note of Software changes	27-May	No data
Put in Edits	1-Jun	No data

Title of My Spreadsheet

Task	Completion Date	Notes
Find Volunteers	16-May	
Make Note of Software Chan	20-May	
Put in Edits	27-May	

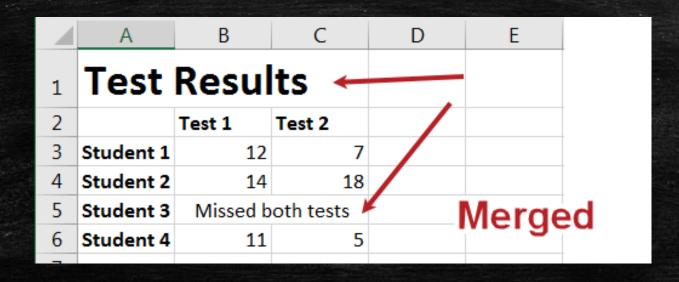Indent text instead of inserting an empty column

Hide Unused Rows and Columns

Indent text instead of inserting an empty column

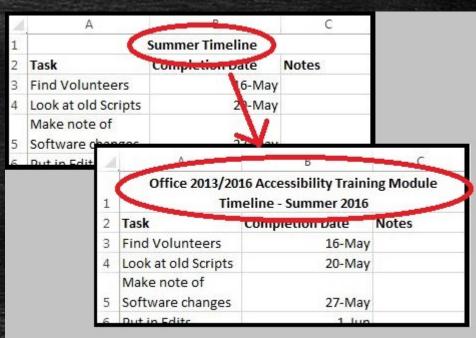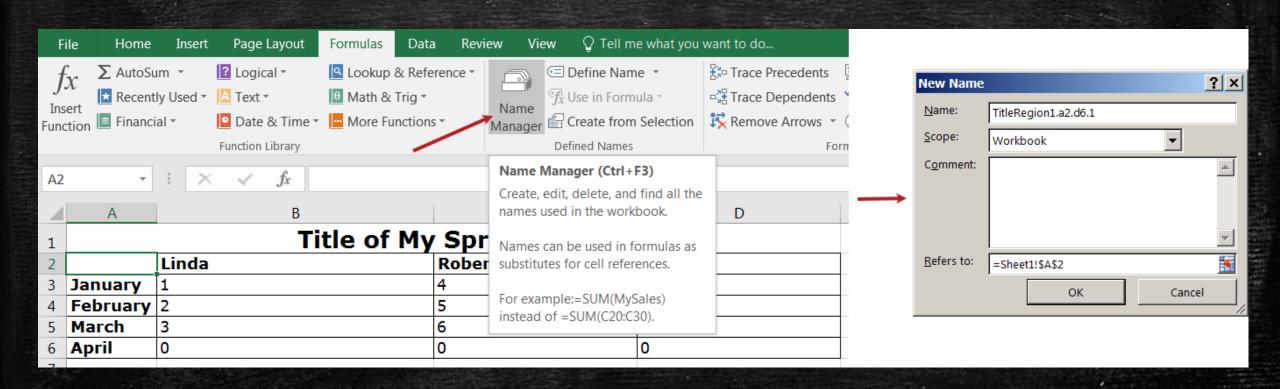# 4. No Merged or Split Cells in Data Portion

5. Worksheet Names, Table Titles, Blank Worksheets

6. Row and Column Headers

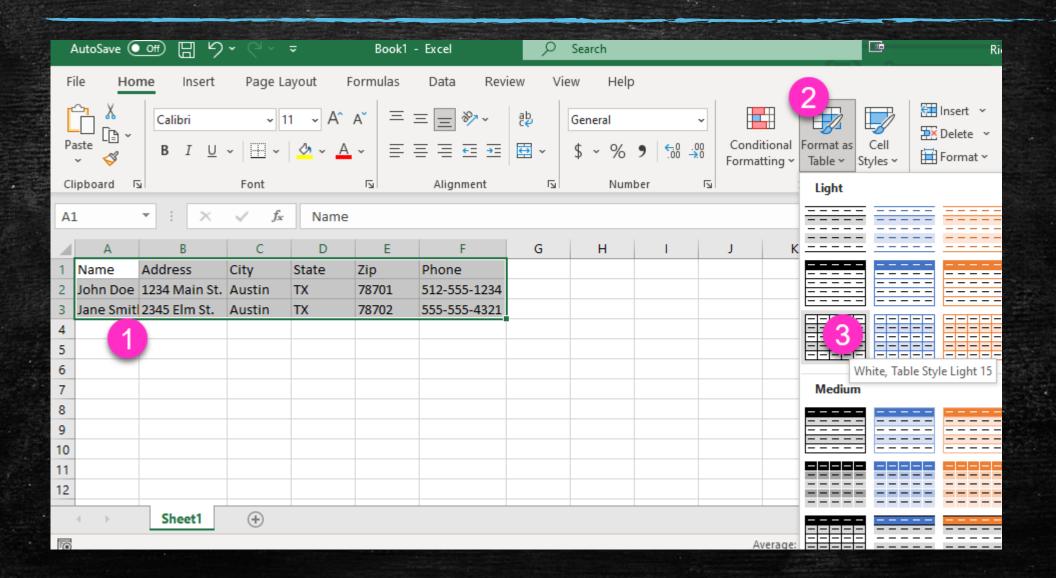# Using Excel's Built-In Table Header – Slide 1 of 4

Only works with column headers

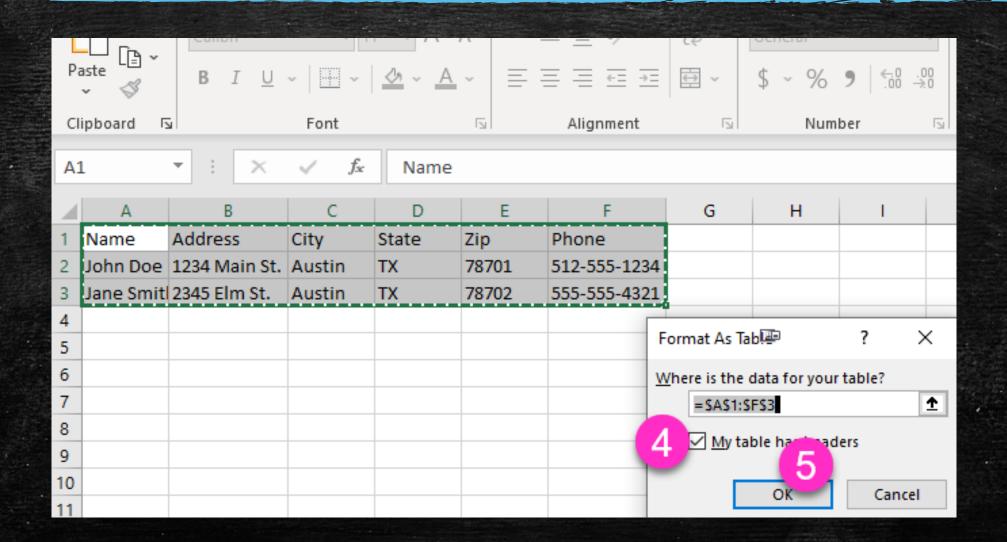Works with JAWS 2019-2022 and Excel 2016-365

Doesn't work with NVDA or VoiceOver

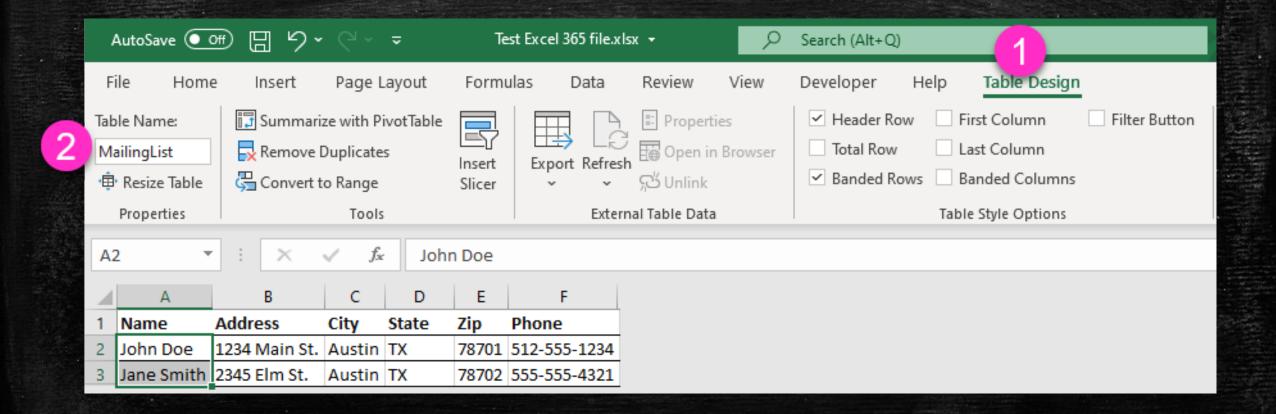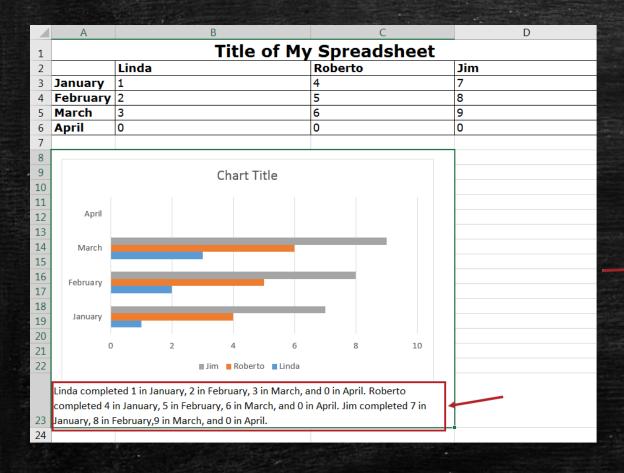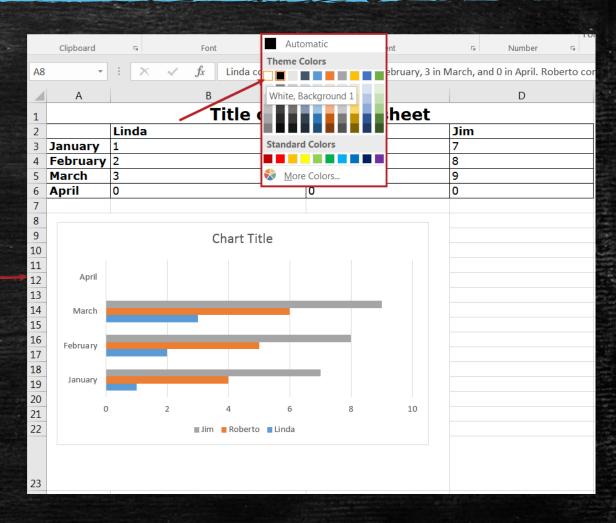[See video](#)

Using Excel's Built-In Table Header – Slide 4 of 4

- If you choose this method, give tables unique names

7. Alternative Text
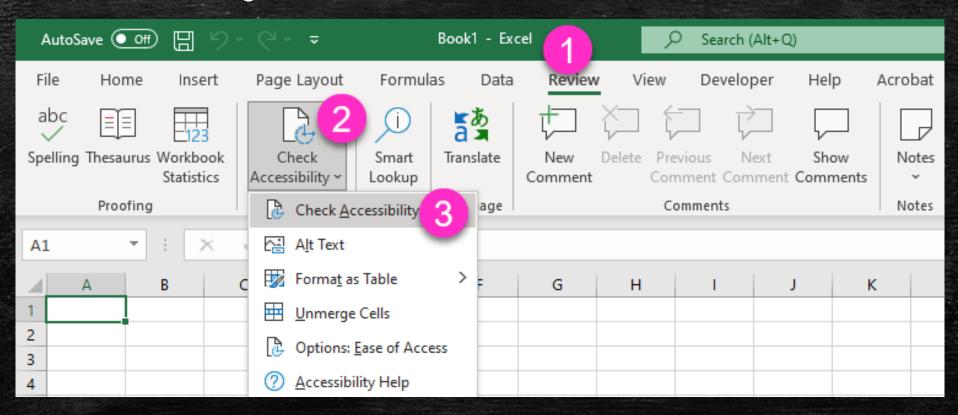
8. End of Worksheet, Workbook

	A	B	C
1	**Title of My Spreadsheet**		
2	**Task**	**Completion Date**	**Notes**
3	Find Volunteers	16-May	George will help
4	Make Note of Software Changes	20-May	Emailed IT department
5	Put in Edits	27-May	Schedule meeting
6	END OF WORKSHEET		
7			

9. Before Saving

1. Select A1 cell on first sheet of workbook and save file unless you want users to start at a different part of the workbook when they open file

2. Check spelling

3. Set Print Area

4. Remove Comments
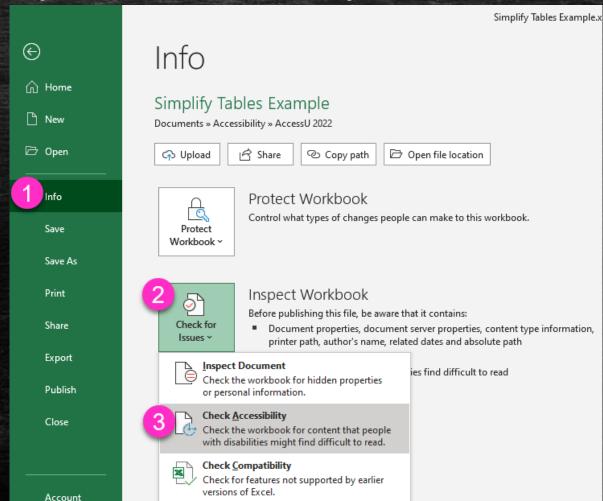
5. Run Accessibility Checker

More on Accessibility Checker, Slide 1

Accessed through the Review tab

More on Accessibility Checker – Slide 2

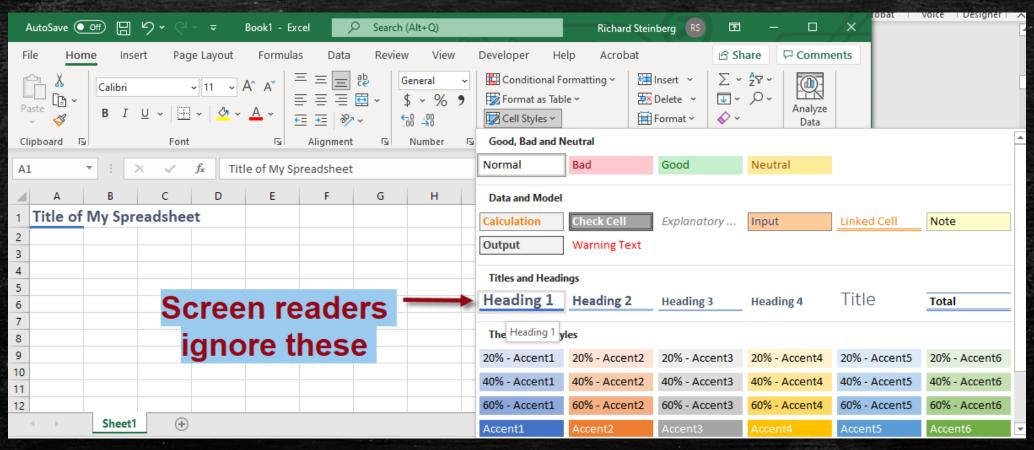Alternate way to reach accessibility checker

More on Accessibility Checker, Slide 3

Will not flag lack of content in A1

Will not flag tables that are not defined, missing row/column headers

Will flag default sheet names, but doesn't flag undescriptive sheet names

Will flag missing alt text for images, but cannot evaluate quality of alt text

Will flag cell text with low contrast, but does not test charts, graphs and images
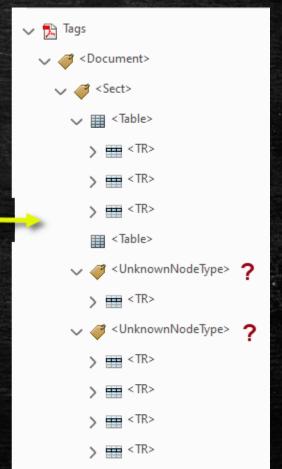
Excel Deficiencies – Slide 1

Formatting text using heading styles ignored by screen readers
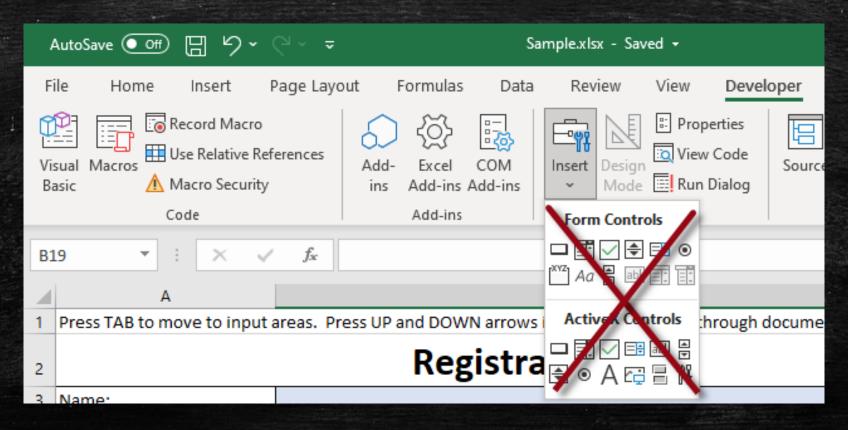
Excel Deficiencies – Slide 2

Converting Excel to accessible PDF is near impossible

Excel Forms, Step 1

Form fields cannot be used because they lay on top of the surface of the spreadsheet and can't be reached by screen reader
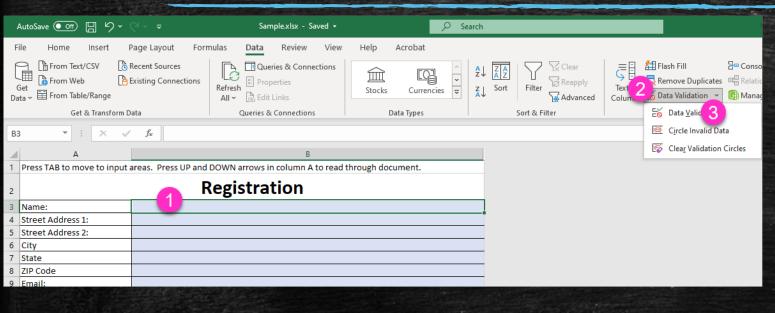
Excel Forms, Basic Design

Designing Forms

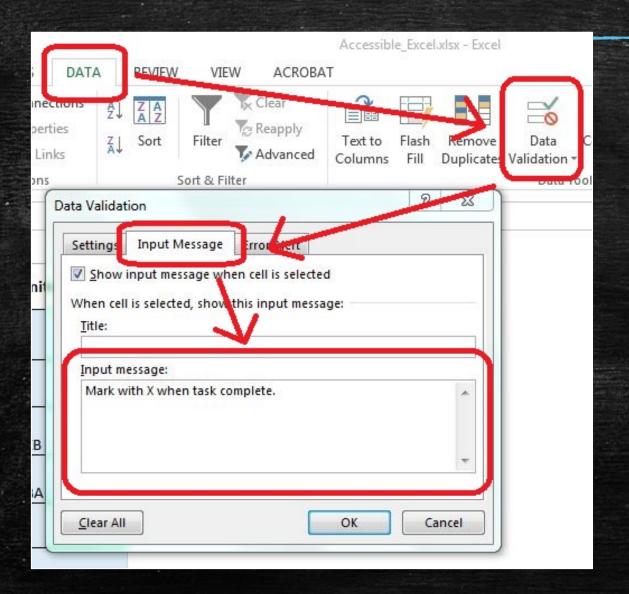|	A	B
1	Press TAB to move to input areas. Press UP and DOWN arrows in column A to read through document.	
2		**Registration**
3	First Name:	
4	Last Name:	
5	Street Address 1:	
6	Street Address 2:	
7	City	
8	State	
9	ZIP Code	
10	Email:	
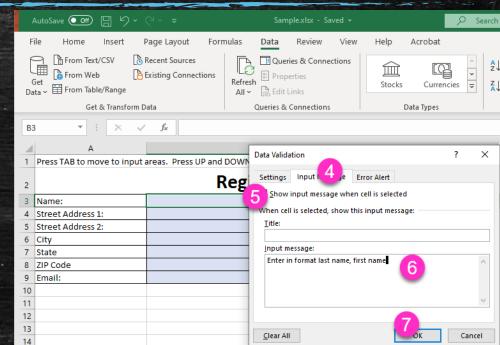
Excel Forms, Design Enhancements

Shade Input Cells and Add Border Lines for Visual Effect

	A	B
1	Press TAB to move to input areas. Press UP and DOWN arrows in column A to read through document.	
2		Registration
3	First Name:	
4	Last Name:	
5	Street Address 1:	
6	Street Address 2:	
7	City	
8	State	
9	ZIP Code	
10	Email:	

Excel Forms, Data Validation
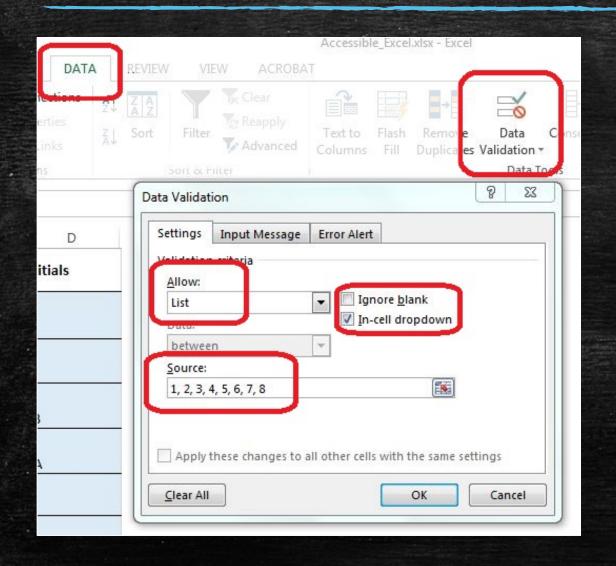
Excel Forms, Data Validation Example 2
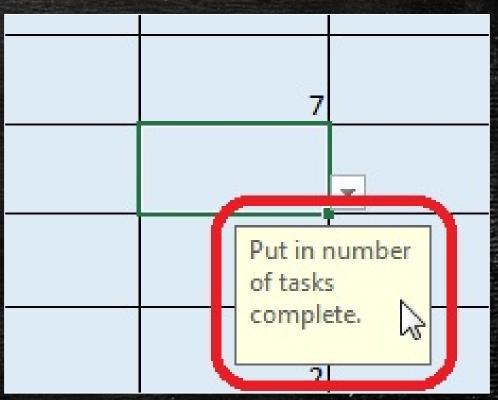
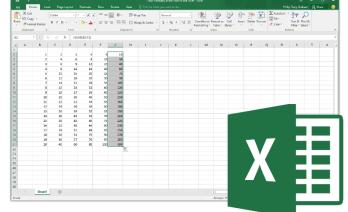# Excel Forms, Creating Drop Down Lists, Part 1

Excel Forms, Creating Drop Down Lists, Part 2
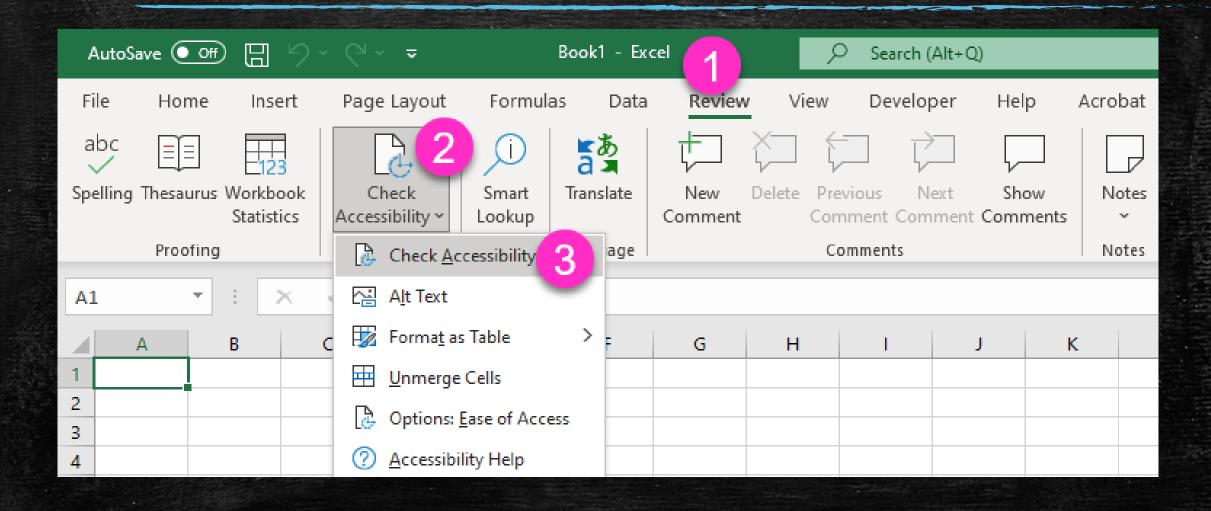
Tips for All MS Office
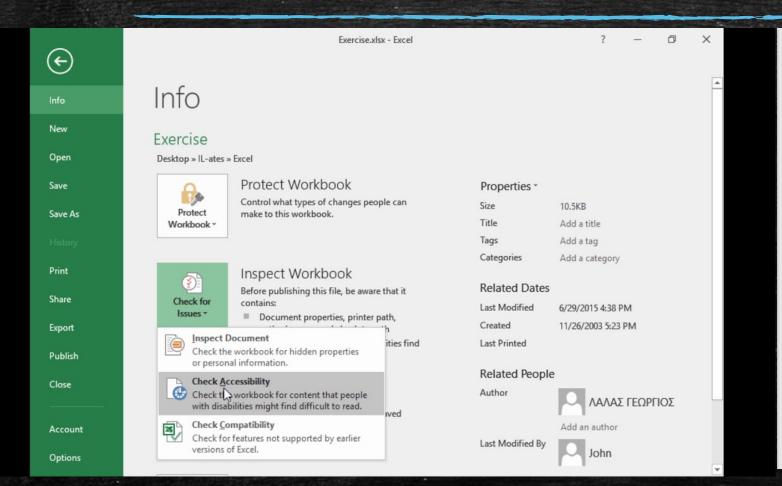
Using MS Office 365 Accessibility Checker

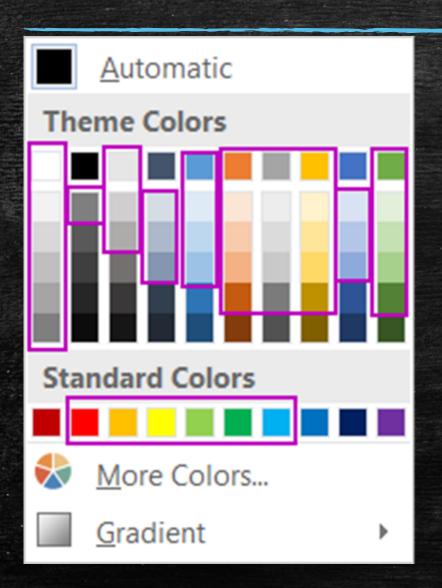# Using MS Office 2016 Accessibility Checker
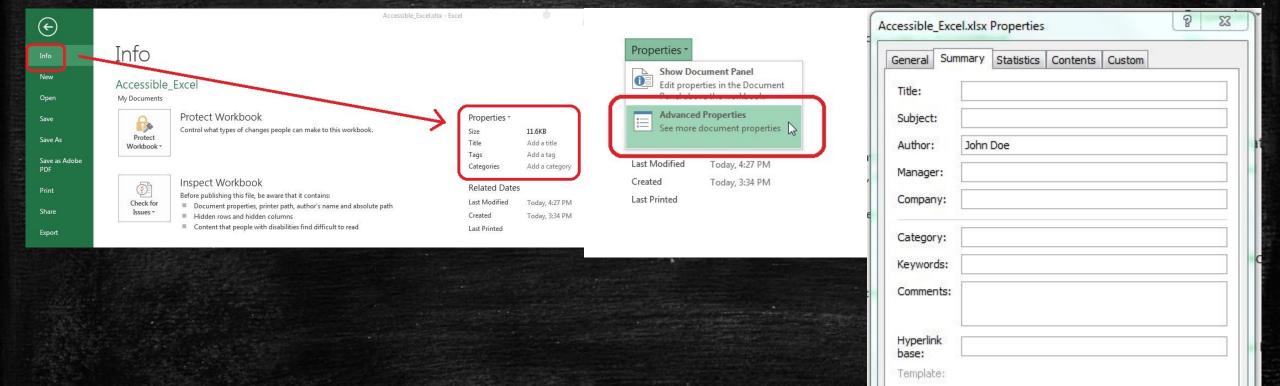
Document Properties
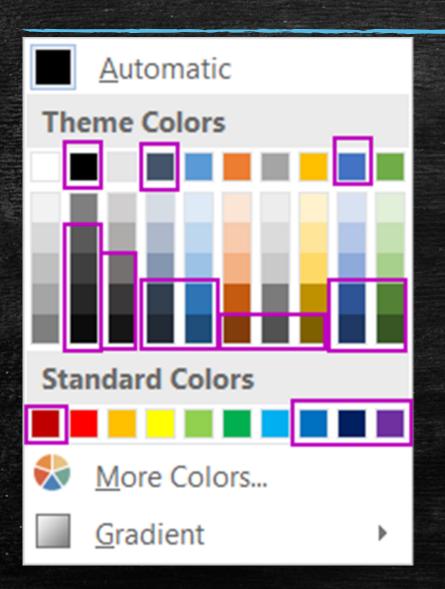
Colors that work on white

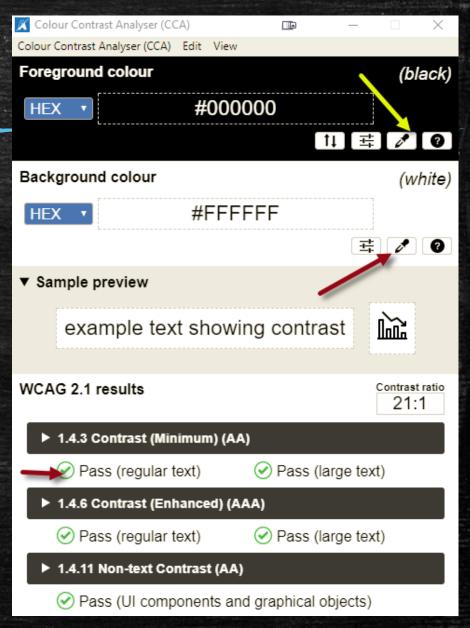The colors that are boxed work on a white background

Colors that work on black

The colors that are boxed work on a black background

Colour Contrast Analyser

https://www.tpgi.com/color-contrast-checker/

Questions?

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Thank you