# Microsoft Excel Accessibility Checklist

**Instructions:**

* Use this checklist to check elements of accessibility of an Excel spreadsheet.
* Guideline links provide more information about the accepted principles of web accessibility as set forth in the Web Content Accessibility Guide (WCAG).
* **Use links within the checklist items, which provide further instructions** on how to implement compliance with accessibility principles.

Using the built in Excel Check Accessibility tool will help identify some accessibility issues. This support is for the Office 365 Mac desktop version.

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| Initial Task | **Notes** | **Resolved** |
| Run the [Check Accessibility Tool](https://drive.google.com/file/d/1DuAq1Iy71D3UJ2ORS8x8tLhSGnp_nHar/view?usp=sharing) | Enter text here. | [x]  |
| WCAG Principle 1: Perceivable“Information and user interface components must be presentable to users in ways they can perceive.” |
| [Guideline 1.1](https://www.w3.org/WAI/WCAG21/quickref/#text-alternatives): “Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.” | **Notes** | **Resolved** |
| Include alt-text or label as decorative all images, graphics, shapes, and PivotTables. Make sure that alt-text for any images of text, such as logos or memes, includes the text from that image. [Alt-text (Mac)](https://drive.google.com/file/d/16tScgG1bjxWyduSMf48o-KJ6uvb5UFNI/view?usp=sharing) [Alt-text (PC)](https://drive.google.com/file/d/1er99f9USa19AvfyAv63wz88x1KBODFBd/view?usp=sharing) | Enter text here. | [ ]  |
| [Guideline 1.2](https://www.w3.org/WAI/WCAG21/quickref/#time-based-media): “Provide alternatives for time-based media.” | **Notes** | **Resolved** |
| Provide a transcript for pre-recorded, externally linked audio content that is complete and accurate. [Transcripts (Mac/PC)](https://drive.google.com/file/d/1xCMddizy8ccAt_BFsUW1EYkgzWH3-TtF/view?usp=sharing) | Enter text here. | [ ]  |
| Include captions for pre-recorded, externally linked video content that are complete, accurate, and synchronized. [Captions (Mac/PC)](https://drive.google.com/file/d/1kuHKlsljkp3CRBCtvIDR8425PPBGTpVm/view?usp=sharing) | Enter text here. | [ ]  |
| [Guideline 1.3](https://www.w3.org/WAI/WCAG21/quickref/#adaptable): “Create content that can be presented in different ways (for example simpler layout) without losing information or structure.” | **Notes** | **Resolved** |
| Use a simple structure with column headers and by avoiding blank, merged, or split cells, blank rows or columns, and nested tables to preserve information and relationships. [Formatting (Mac)](https://drive.google.com/file/d/1Sw_Ls8FSqeL0xwzAjgO40uMkQ1RULuLz/view?usp=sharing) [Formatting (PC)](https://drive.google.com/file/d/1h6iewpsX5AA_O1l2yPs5-Y1Az57o9FdG/view?usp=sharing) | Enter text here. | [ ]  |
| Instructions for use should not rely solely on the sensory characteristics of components such as color, shape, size, or visual location to convey information. [Instructions (Mac/PC)](https://drive.google.com/file/d/1u73f-2L0OHxCD7dMpJbQMiMZhH5FDfX4/view?usp=sharing)  | Enter text here. | [ ]  |
| [Guideline 1.4](https://www.w3.org/WAI/WCAG21/quickref/#distinguishable): “Make it easier for users to see and hear content including separating foreground from background.” | **Notes** | **Resolved** |
| Use more than just color to convey information, indicate an action, prompt a response, or distinguish a visual element. Use a contrast ratio of at least 4:5:1 in visual presentations of text (except for larger text, incidental text, or logotypes). [Use of Color/Contrast (Mac)](https://drive.google.com/file/d/1PB1mnevoqU4bcT7BB9la4NEKXCqz2cr8/view?usp=sharing) [Use of Color/Contrast (PC)](https://drive.google.com/file/d/1xvGPqI7af0eivP_mNWeOaE20W_CpMcRZ/view?usp=sharing) | Enter text here. | [ ]  |
| Present all text in text format. Avoid images of text (e.g., memes). Logos are an exception. [Use of text (Mac](https://drive.google.com/file/d/16JtDRS2To4oFPSI1PECAxDWVR-SzUF06/view?usp=sharing)/PC)  | Enter text here. | [ ]  |
| WCAG Principle 2: Operable“User interface components and navigation must be operable.” |
| [Guideline 2.1](https://www.w3.org/WAI/WCAG21/quickref/#keyboard-accessible): “Make all functionality available from a keyboard.” | **Notes** | **Resolved** |
| Test whether the keyboard can be used for all interactions. Confirm that the focus can be moved to and away from all elements using only the keyboard if the spreadsheet is protected. [Keyboards (Mac)](https://drive.google.com/file/d/1F4bzA9G-zDUz0brZ10hSYEcc_6LMsVBw/view?usp=sharing) [Keyboards (PC)](https://drive.google.com/file/d/17I9K3Lplfl-R-s020JgfdfvAC0dpmxqw/view?usp=sharing) | Enter text here. | [ ]  |
| [Guideline 2.3](https://www.w3.org/WAI/WCAG21/quickref/#seizures-and-physical-reactions): “Do not design content in a way that is known to cause seizures or physical reactions.” | **Notes** | **Resolved** |
| Avoid content that flashes more than three times per second. (e.g., presentations, videos, gifs, or animations) [Anti-seizure (Mac/PC)](https://drive.google.com/file/d/1I93cshFWxL5G71AfB5yoMlLKFCMQsIJC/view?usp=sharing) | Enter text here. | [ ]  |
| [Guideline 2.4](https://www.w3.org/WAI/WCAG21/quickref/#navigable): “Provide ways to help users navigate, find content, and determine where they are.” | **Notes** | **Resolved** |
| To make content easily identifiable and searchable, give each sheet tab a unique name and remove blank sheets. [Searchable Content (Mac)](https://drive.google.com/file/d/1oUhDpV69yBTdx2MWEcZQN13GIXyjZ9xJ/view?usp=sharing) [Searchable Content (PC)](https://drive.google.com/file/d/1hDVY6VUTInE_ND-k-z2klx7sZuli54Ay/view?usp=sharing) | Enter text here. | [ ]  |
| Use descriptive text for hyperlinks. Avoid “click here.” Add a ScreenTip to hyperlinks. [Descriptive Hyperlinks (Mac)](https://drive.google.com/file/d/19263_fpZJv4woZVkr0FRiEGgha_VKCN_/view?usp=sharing) [Descriptive Hyperlinks (PC)](https://drive.google.com/file/d/1NKIAEjEBG6TkW90SP95EPGNZdusPIfqz/view?usp=sharing) | Enter text here. | [ ]  |
| Provide multiple ways to locate or navigate to content (e.g., custom menu sheet). Make data accessible by deactivating floating toolbars before sharing. Avoid using the “freeze pane”, “hide columns” features, or text boxes. [Multiple Ways (Mac)](https://drive.google.com/file/d/1KygLCPJVCDQ0Kj-Dqdvk6VgrhPX2Bf4f/view?usp=sharing) [Multiple Ways (PC)](https://drive.google.com/file/d/1dWsrSQK9Fx3j1-ex-MPGQEikzt-UbFeT/view?usp=sharing) | Enter text here. | [ ]  |
| WCAG Principle 3: Understandable“Information and the operation of the user interface must be understandable.” |
| [Guideline 3.2](https://www.w3.org/WAI/WCAG21/quickref/#predictable): “Make [Excel sheets] appear and operate in predictable ways.” | **Notes** | **Resolved** |
| Use consistency in formatting and naming conventions. Sheets that serve parallel functions follow the same basic structure. [Consistent Formatting (Mac/PC)](https://drive.google.com/file/d/14Waakq16sbIwCb5AOx6niv_hynHvaIPH/view?usp=sharing) | Enter text here. | [ ]  |
| Additional Tasks | **Notes** | **Resolved** |
| [Accessibility Checker](https://drive.google.com/file/d/1DuAq1Iy71D3UJ2ORS8x8tLhSGnp_nHar/view?usp=sharing) – Run the checker again to catch any issues that may have been created by the changes made during the editing process. | Enter text here. | [ ]  |
| Share as a .csv file if the spreadsheet contains only data. | Enter text here. | [ ]  |

**Note:** This checklist includes guidelines adapted from [Web Content Accessibility Guidelines (WCAG 2.1)](https://www.w3.org/TR/WCAG21/) that are applicable for use in the Canvas LMS. Quoted principles and guidelines as well as the essential content and structure of these guidelines are copyright to the World Wide Web Consortium (W3C), which remains the authoritative source for the complete Guidelines. W3C has not endorsed this derivation.