



Font Formatting Guidelines

Font choices should contribute to delivering the information effectively, rather than distracting.

Minimum Font Size

The minimum font size should be set to **11 pt** to allow for comfortable readability. Within table font size should be a minimum of **10 pt**.

In Excel, there are no formal heading levels like you see in Microsoft Word and other text editors. However, you can use regular text that is formatted to look like a heading and place in on top of a table, chart, or section as a heading. For example, you can:

- Use larger font size,
- Use bold text, or
- Change text color.

Font Types

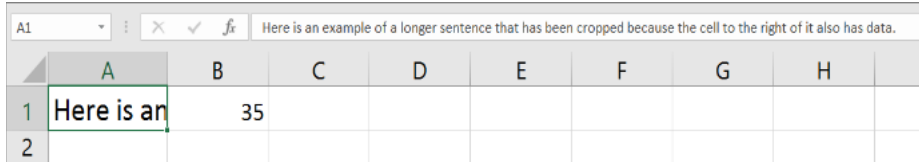
The font types must be **clear and easy** to read. Here are some guidelines to follow:

- Avoid using excessively decorative fonts that can be troublesome for users with low vision, those with dyslexia or reading comprehension difficulties, and many others.
- Only use fonts that are included in the [HHS brand guidelines](#). These fonts are supported in Excel:
 - ▶ Times New Roman (preferred for serif fonts)
 - ▶ Verdana (preferred for consistency with other HHS templates)
 - ▶ Arial
 - ▶ Tahoma
 - ▶ Calibri

Text Wrapping

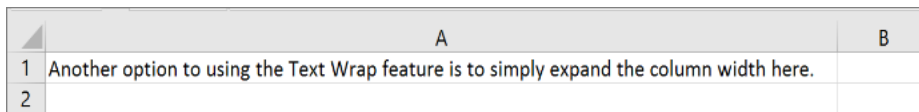
All text within cells **should** be readily visible on screen without others having to adjust the cells height or width. Use text wrapping on cells containing long text and adjust row height as needed.

Bad example:



	A	B	C	D	E	F	G	H	I
1	Here is an	35							
2									

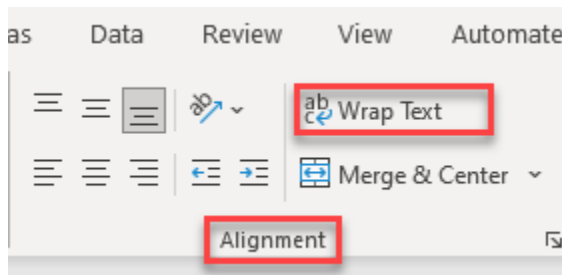
Good example:



	A	B
1	Another option to using the Text Wrap feature is to simply expand the column width here.	
2		

To wrap text in a column of cells:

1. Select the column that you want text to wrap in.
2. Go to the **Home** tab **Alignment** group and click on the **Wrap Text** button.



Note: Unlike merging cells, wrapping text does not pose any accessibility issues and is a great way to type text inside cells.

Don't Use Font Characteristics Alone

Font characteristics cannot be used as the **ONLY** way of providing meaning to a selection.

Some font characteristics we are talking about are:

- **Capitalization**

	A
1	Training Attendance
2	Note, if your name is in all caps, you did not attend the training.
3	Lily
4	JOHN
5	THOMAS
6	MARY
7	Jacqueline
8	Robert
9	George

- **Bold**

- **Italics**

Keep in mind that italics are difficult for many people to read.

- **Underline** to indicate anything other than the item is a link.

- **Strikethrough**

You can still use these font characteristics to provide emphasis to your text.

Screen reader software generally ignores text formatting unless the person using it knows how to adjust settings. For example, the phrase "I AM SHOUTING" in all caps and "I am shouting" in sentence case is announced the same.