



Excel Accessibility Process

To follow along with this process, you should have an understanding of key accessibility concepts.

All Excel Files

1. Verify that the Title is meaningful, understandable, and specific.
Note: The Title should not look like a file name.
2. Use the latest Excel file format (*.xlsx).
3. Delete empty/unused worksheets.

All Worksheets

1. Verify that the worksheet's content begins in Cell A1.
2. Remove:
 - A. Blank rows
 - B. Blank columns
 - C. Extra spaces from cells.
3. Hide unused rows and columns.
4. For charts or graphs:
 - A. Use clear and descriptive language for the chart elements, such as the chart title, axis titles, and data labels.
 - B. Also make sure their formatting is accessible, such as font size and color and contrast.
5. No images or charts floated over the worksheet.
6. Verify that color is not used as the only way to provide information.
7. Check text color for sufficient contrast with its background.
 - A. For font sizes 14 points and smaller, the minimum contrast ratio is 4.5:1.
 - B. For font sizes 14 points bolded or 18 points and larger, the minimum contrast ratio is 3:1.

8. Set magnification to 100%.
9. Set the font size of all content to a minimum of 11 points.
10. Confirm that links use meaningful text.
11. Confirm there are no flickering/flashing text or animated image.
12. Ensure that no textboxes are present.
13. Provide a meaningful name in the worksheet's tab.
14. Check that the Page Break Preview is set.
15. Select Cell A1 and save the worksheet.

For All Tables

1. Verify that the table begins in Column A.
2. Keep tables simple. Do this by making sure there are no:
 - A. Merged cells anywhere in the table.
 - B. More than one row or one column of headers.
 - C. Empty or merged headers.
 - D. Empty rows or columns.
3. Ensure that column or row headers are present.
4. Verify that each column header is in the same column as its corresponding data cells.
5. Similarly, each row header is in the same row as its corresponding data cells.
6. Check the table for a logical reading order.
7. When printing and the table spans many pages, set the row containing the column headers to repeat.

Worksheets with Multiple Tables

Avoid this when possible! It is best to add a new sheet for each table.

1. Verify that each table is identified by a uniquely named region.
2. Check for an empty row between vertically stacked tables.