



Excel Accessibility Process

For All Excel Files

1. Open the file's Document Properties and verify that the Title is meaningful, understandable, and specific. (This should not look like a file name).

For All Worksheets

1. Verify that the worksheet's content begins in Cell A1.
2. Use row or column sizing to control white space between cells (not by using blank rows or columns). Blank rows indicate the top or bottom edge of a table and blank columns indicate the left and right edges.
3. Use text alignment to control white space within a cell (not by using blank spaces or the Tab key).
4. Ensure that no textboxes are present. Text boxes are not announced by screen reading software.
5. Verify that all images have descriptive and concise alt text in the Description field (not in the Title field).
6. Ensure that no flickering/flashing text or animated images are used.
7. Verify that color is not used as the only way to provide information. (Information conveyed with color should be available as text, through the information in the cell or through the column or row header.)
8. Check text color for sufficient contrast with its background. (The minimum color contrast ratio is 4.5:1.)
9. Enter the text "End of worksheet" in Column A of the row after the last row of data.
10. Set magnification to 100%.
11. Set the font size of all content to a minimum of 11 points.
12. Provide a meaningful name in the worksheet's tab.
13. Ensure that the print area of the worksheet is defined to reduce paper waste. Hide unused columns and rows outside of the print area.
14. Select Cell A1 and save the worksheet. This will set initial focus for users opening the worksheet.

For All Tables

1. Verify that the table begins in Column A.
2. Unmerge any merged cells within the table's data. (Merged cells are acceptable for header cells.)
3. Remove any empty columns or rows within the table.
4. Ensure that column or row headers are present and have defined title regions.
5. Verify that each column header is in the same column as its corresponding data cells. Similarly, each row header is in the same row as its corresponding data cells.
6. Check the table for a logical reading order (from left to right, top to bottom).
7. If the table spans multiple pages when printed, set the row containing the column headers to repeat at the top of the table.

For Worksheets with Multiple Tables

1. Verify that each table is identified by a uniquely named region.

For Workbooks with Multiple Worksheets

1. Provide a unique name in each worksheet's tab.
2. Remove any blank worksheets.
3. Verify that the first worksheet is comprised of a table of contents with links to all other worksheets.
4. Select Cell A1 in the first worksheet and save the workbook. This will set initial focus for users opening the workbook.

For Excel Forms

1. Provide help text in Cell A1 as an input message to instruct users on how to navigate the form.
2. Ensure that input cells are lightly shaded, with sufficient contrast, to help them stand out visually.
3. Provide adequate instructions in each input cell's input message so that users can enter the correct data.
4. Verify that input cells are unlocked and all other cells are locked.
5. Protect the worksheet.
6. For Excel forms with multiple worksheets, protect the entire workbook.