

Excel Accessibility Checklist

Layout

- Content for each worksheet begins in cell A1
- Do NOT use blank cells, rows, or columns for formatting purposes
- Use descriptive text to explain formulas in the sheet or workbook
- Create a region called “Information” or “Instructions” that people can read and access easily
 - If explaining multiple worksheets, create this section as the first worksheet
- Place “End of worksheet” below last row of data

Styles

Fonts

- Use 12 point or larger
- Data entry:** We suggest Cambria, Palatino Linotype, or Times New Roman
- Headings:** We suggest Arial, Calibri, or Verdana
- Web:** We suggest Arial, Calibri, or Verdana
- Be consistent with what font(s) get applied throughout the sheet or workbook
- Avoid** using all caps

Color

- Shade input cells to help them stand out to users
- Use contrasting colors
- Use highlighting in conjunction with other emphasis items (bold, italics, underline)

Rows and Columns

- Use headers to define categories of the row or column
- Avoid** using blank rows or columns for white space

Headers and Footers

- Make row and column headers clear and concise

Formulas

- Formula cells that affect cells in other sheets should be indicated with a notation in order to alert users of the functionality

Images

- All images labeled and described using Picture Tools menu, Alt Text
- Has descriptive text directly below the image
- Avoid** text boxes or Word Art
- Avoid** background images or watermarks

Hyperlinks

- Links are inserted to input fields when data entry is required
- Avoid** using “Click here” or “More” as a link title
- Best:** Provide full link URL, i.e. [Google http://www.google.com](http://www.google.com)

Tables

- Begin in cell A1
- If more than one table in a sheet, position them down Column A with a single blank line between each table
- Keep tables in logical reading order (i.e. left to right, top to bottom)
- Use row and column headings for data tables
- Repeat headers at the top of the table if the table goes across multiple pages
- Keep all row or column headings in the same row or column as corresponding data
- Avoid** using two or more data tables in the same sheet
- Avoid** merged cells or empty rows or columns

Editing Marks

- Turn off Track Changes for final sheet or workbook distribution
- Remove comments from final sheet or workbook

Document Properties

- Name sheets in the bottom tab if more than one sheet is being used in the workbook (i.e. ExampleSheet or Example_Sheet)
- Fill out Properties under File menu
- Save workbook where you will remember it
- Keep workbook name simple, easy to remember, and free of special characters
- Set print area in a way that reduces paper waste as well as prints formatting correctly

Remember: Keep It Simple

The more complex a workbook or sheet is, the more things that can go wrong with accessibility. Sometimes a workbook can't be made fully ADA-compliant, but your goal should be to make it as accessible as possible.