Creating Accessible Excel Spreadsheets

Headers

Highlight the cells that you would like to include in your table. On the Insert tab, in the Tables group, select Table. Select the My table has headers check box. Select OK. Note: Excel creates a header row with the default names Column1, Column2, and so on. Type new, descriptive names for each column in the table if you have not already done so.

![Create Table dialog box]

Specify a header row in a block of cells marked as a table. Position the cursor anywhere in a table. On the Design tab, in the Table Style Options group, select the Header Row check box.

![Table design options]

Sheet Tabs

Rename sheet tabs

Right-click a sheet tab, and select Rename. Provide a brief, unique name for the sheet.
Delete sheet tabs
Right-click a sheet tab. Select Delete.
Hyperlinks

Add hyperlink text and ScreenTips

Right-click a cell. Select **Hyperlink**. In the **Text to display** box, type the hyperlink text. In the **Address** box, enter the destination address for the hyperlink. Select the **ScreenTip** button and, in the **ScreenTip text** box, type a ScreenTip.

**TIP:** If the title on the hyperlink's destination page gives an accurate summary of what's on the page, use it for the hyperlink text. For example, this hyperlink text matches the title on the destination page: *Templates and Themes for Office Online.*

Alt-Text

Add alt text to images

Right-click an image. Select **Format Picture** and click on the **Size & Properties**. Select **Alt Text**. Provide a title and in the description area add a description of the image.
Add alt text to SmartArt graphics
Right-click a SmartArt graphic. Select **Format Shape > Shape Options > Size & Properties.**
Then select **Alt Text.** Provide a title and in the description area add a description of the graphic.
Add alt text to shapes
Right-click a shape. Select **Format Shape > Shape Options > Size & Properties.** Select **Alt Text.** Provide a title and in the description area add a summary of the shape.

**Title**
Alternating hexagons chart

**Description**
Represents a series of interconnected ideas for our marketing event.
Add alt text to PivotCharts

Right-click a PivotChart. Select **Format Chart Area > Chart Options > Size & Properties**. Then Select **Alt Text**. Provide a title and in the description area add a description of the chart.
Add alt text to tables
Right-click a table. Select Table > Alternative Text. Provide a title and in the description area add a description of the table. Click OK.
Use Accessibility Checker

Select File > Check for Issues > Check Accessibility.
Read the highlighted issues. See Additional Information at the bottom for solutions to each issue.
Additional Resources:

Rules for the Accessibility Checker

Make your Word documents accessible

Make your PowerPoint presentations accessible

Make your Outlook email accessible