

Evaluation Checklist: Word and PowerPoint 2016

Errors, Warnings, and Tips indicate automated feedback from the Accessibility Checker. These may vary slightly based on your operating system and how recently your version of Office was updated. **Manual** review items will require manual checking for accessibility issues.

To start the accessibility checker:

- On Windows – **File > Check for Issues** dropdown menu > **Check Accessibility**
- On Mac – **Review tab > Check Accessibility**

Headings (Word-only)

Principle	Review	Repair
Headings use Word “Styles” (Heading 1, Heading 2, etc.)	Manual: View > Navigation Pane Text that should be a heading is present in pane.	Apply the correct heading style in Home tab > Styles gallery
Headings do not skip levels (e.g., Heading 1 to Heading 3).	Error: Missed heading level	Apply the correct heading style in Home tab > Styles gallery

Slide Titles (PowerPoint-only)

Principle	Review	Repair
Slides have descriptive titles (See Note)	<ul style="list-style-type: none"> • Error: Missing slide title • Manual: Title describes the slide content. 	Enter a descriptive slide title in the Title placeholder
Slide titles should typically be unique	Tip: Duplicate slide title	When appropriate, change the slide Title text so it is unique on every slide

Note: The PowerPoint accessibility checker requires a descriptive title for every slide. If it is not appropriate to have a title on a slide, either omit the title (which will be flagged as an error) or hide the slide visually (but not from screen readers) under **Home** tab > **Arrange > Selection Pane** > click the **Eye** icon to toggle visibility.

Slide Reading Order (PowerPoint-only)

Principle	Review	Repair
Slide reading order is logical	Warning: Check Reading order	Home tab > Arrange > Selection Pane ; Ensure reading order is <i>bottom to top</i>

Images

Principle	Review	Repair
Images and other non-text content have alternative text (see Note)	Error: Missing alternative text	<ul style="list-style-type: none">• Right click > Format Picture > Size and Properties tab > Alt Text. Enter alternative text in the Description field• In some newer versions, Right Click > Edit Alt Text
Alternative text is equivalent	Manual: Inspect text in the Alt Text > Description field, or Alt Text field in newer versions	Enter alternative text in the Description or Alt Text field
Images that present content are positioned "In Line with Text" (Word-only)	Warning: Image or object not inline	Right click > Wrap Text > In Line with Text

Note:

- Some older versions of Office will prompt you to add alternative text to tables. Doing so is not recommended.
- There is not a reliable way to hide decorative images from screen readers in Word or PowerPoint. If an image is decorative, or if the alternative text is already presented in nearby text, we recommend leaving the image blank. Unfortunately, that means it will be shown as an error in Accessibility Checker.
 - If you have a newer version of Office with the "Edit Alt Text" option, there is a "Decorative" checkbox. We recommend checking this box—it removes the checker error. However, it does not hide the image from screen readers currently.

Links

Principle	Review	Repair
Hyperlink text is descriptive (see Note).	<ul style="list-style-type: none">• Warning: Unclear Hyperlink Text (not present in all versions)• Manual: Link text describes the link target	Right click > Edit Hyperlink > Text to display

Note: If you are creating a presentation that is intended to be displayed in a printout, you may want to include the URL and a description in the link text - "WebAIM Introduction to Web Accessibility (webaim.org/intro)."

Tables

Principle	Review	Repair
The first row in a table contains correctly-defined column headers.	Error: No header row	Table Design tab > Check Header Row checkbox
When the first column of a table should contain headers, they are correctly identified as row headers.	Manual: Click within the Table Design tab > make sure the First Column checkboxes match the table header structure.	Check or uncheck the "First Column" checkbox to match the table header structure.
Table has a simple structure, avoiding merged cells or split cells	Warning: Merged or split cells in table Use the Tab key to ensure the order of the cells in the table is logical.	Table Layout tab > Merge Cells or Split Cells
Tables don't use blank columns or rows for visual formatting	Manual: Visual Inspection	Right Click empty column or row > Delete Cells
Avoid tables that are used for layout when possible. If used, or ensure table reading order is logical.	Warning: Check reading order (for tables with no borders or styles) – Use the Tab key to navigate the cells and ensure reading order is correct.	<ul style="list-style-type: none"> • If the content can be removed from the table: Click in the table > Table Layout tab > Convert to Text. • If this isn't possible, use the Tab key to navigate the cells and ensure reading order is correct.

Note: Support for table headers is still incomplete in Office. If you are saving a file as a PDF, the table structure should be reviewed and improved in Acrobat Pro.

Color and Contrast

Principle	Review	Repair
Text (and images of text) have good contrast	<ul style="list-style-type: none"> • Warning: Low-contrast text (Only present in newer versions) • Manual: Search for text that has low contrast. 	<ul style="list-style-type: none"> • Home tab > Font Color to change in one place. • Home tab > Styles gallery or Design tab > Colors to change document-wide.
Color is not used as the only way information is presented	Manual: Visually review the document for color reliance.	Use text or other visual presentations in addition to color.

Other issues

Principle	Review	Repair
Document has a descriptive file name	Manual: The filename that appears at the very top of the application window accurately describes the file.	File > Save As > <ul style="list-style-type: none"> • File Name field in Windows • Save As field in Mac
Document has a descriptive Title	Manual: Verify title is descriptive <ul style="list-style-type: none"> • Windows: File tab > Title • Mac: File > Properties > Summary tab > Title 	Enter a descriptive document title in the Title field
There are no spelling or grammar issues	<ul style="list-style-type: none"> • Word: Review tab > Spelling & Grammar • PowerPoint: Review tab > Spelling • Manual: Proofread for other spelling, grammar, and readability issues 	Correct any spelling and grammar issues
Bulleted and numbered lists are used correctly	Manual: Click on text that looks like a list. In the Home tab, Numbering or Bullets is highlighted.	Change text to use the correct type of list.
Multiple spaces/lines/tabs are not used for layout.	Warning: Repeated blank characters	Use Paragraph styles or columns to control spacing between elements.
Media has captions and/or transcripts	<ul style="list-style-type: none"> • Manual: Embedded and linked media has equivalent captions and or transcripts. • Warning: Use captions for audio and video (embedded media in PowerPoint) 	Provide media with captions and/or transcripts.