

# Excel 365 Accessibility Evaluation Checklist

To start the accessibility checker, select **Review** tab > **Check Accessibility**. In the **Inspection Results** automated feedback is provided as **Errors**, **Warnings**, and **Tips**. Manual review items will require manual checking to identify issues.

## Sheets

Principle	Review	Repair
Sheet tabs have a descriptive name.	<b>Warning: Default Sheet Names</b>	<b>Right click Sheet tab &gt; Rename.</b> Enter a descriptive name.

## Tables

Principle	Review	Repair
Tables may benefit from a descriptive caption that spans all columns.	<b>Manual:</b> Review all tables for a missing caption, or a caption that does not span all columns.	Add descriptive text to the first column for a missing caption. Select the cells above all columns. Table <b>Layout</b> tab > <b>Merge Cells</b> .
The text in the first row of a table is identified as column headers.	<b>Error: No header row</b>	Table <b>Design</b> tab > Check <b>Header Row</b> checkbox
When the first column of a table should contain headers, they are correctly identified as row headers.	<b>Manual:</b> On the <b>Table Design</b> tab the <b>First Column</b> checkbox value must match the table header structure.	Check or uncheck the <b>First Column</b> checkbox to match the table header structure.
Tables should have a simple structure, avoiding merged cells or split cells.	<b>Warning: Merged or split cells in table</b> Use the <b>Tab</b> key to ensure the order of the cells in the table is logical.	Table <b>Layout</b> tab > <b>Merge Cells</b> or <b>Split Cells</b>
Tables don't use more than one blank column or row for visual formatting.	<b>Manual:</b> Visual Inspection	<b>Right Click</b> extra blank column(s) or row(s) > <b>Delete Cells</b>

## Links

Principle	Review	Repair
Hyperlink text is descriptive (see Note).	<b>Manual:</b> Link text describes the link target	<b>Right click &gt; Edit Hyperlink &gt; Text to display</b>

## Images

Principle	Review	Repair
Images and other non-text content have alternative text (see Notes).	<b>Error: Missing Alt Text</b>	<b>Right Click&gt; Edit Alt Text</b>
Alternative text is equivalent.	<b>Manual:</b> Inspect text in the <b>Alt Text</b> field.	Enter alternative text in the <b>Alt Text</b> field.

### Notes:

- Please see “Charts” for information on adding alternative text to a Chart Area.
- **Do not** use the "Generate a description for me" button. The quality of the automatically-generated descriptions is usually very poor, and a description of an image is often not the same as alternative text.
  - If a document has images with automatic descriptions, "**Intelligent Services: Suggested alternative text**" will appear in the **Inspection Results**. Review and repair the alternative text of these images.

## Charts

Principle	Review	Repair
Chart Areas have alternative text.	<b>Error: Missing Alt Text OR Missing alternative text</b>	<b>Right Click &gt; Edit Alt Text</b> Enter a high-level description of the chart, identifying its type.
All chart data is provided in an accessible format.	<b>Manual:</b> Check to see if all of a chart's data is provided as text (often formatted as a data table). When all chart data is not provided as text, check that accessible data labels are presented.	Provide the chart's data in an accessible text format: <ul style="list-style-type: none"> <li>• Add chart data as text nearby the chart, and,</li> <li>• Format the text as a data table when appropriate, <b>OR</b>,</li> <li>• Add accessible labels to a chart.</li> </ul>
When an accessible text alternative has not been provided for a non-text element in a chart, the non-text element may require a minimum of a 3:1 contrast with the color(s) of adjacent element(s), and/or the chart's background color.	<b>Manual:</b> Search for non-text chart elements that are required for understanding (e.g., the pieces of a pie chart), with no accessible text alternative present.	<ul style="list-style-type: none"> <li>• Add all chart data as text nearby the chart, and,</li> <li>• Format the text as a data table when appropriate, <b>OR</b>,</li> <li>• Change the border/fill color of a non-text chart element, adjacent element(s), and/or the chart's background, to meet the 3:1 contrast requirement.</li> </ul>
Chart elements have sufficient whitespace.	<b>Manual:</b> Review a chart for elements without sufficient whitespace between them.	Resize and relocate a chart's elements to evenly distribute the whitespace.

## Color and Contrast

Principle	Review	Repair
Text, and images of text, have good contrast.	<p><b>Warning: Hard-to-read Text Contrast</b></p> <p><b>Manual:</b> Use an external tool to check the contrast of text in an image.</p>	<ul style="list-style-type: none"> <li>• <b>Home</b> tab &gt; <b>Font Color</b> to increase contrast in document text</li> <li>• Increase the contrast of the text in an image, or remove the image.</li> </ul>
Color is not used as the only way information is presented.	<p><b>Manual:</b> Visually review the document for color reliance.</p>	Use text or other visual presentations in addition to color.

## Workbooks

Principle	Review	Repair
All text is legible.	<p><b>Manual:</b> Search for—</p> <ul style="list-style-type: none"> <li>• Text &lt; 10-point.</li> <li>• Fonts that are overly-complex, fancy, or atypical.</li> <li>• Insufficient spacing around text.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase all text to a minimum of 10 points (when possible).</li> <li>• Use common fonts such as <i>Arial</i>, <i>Calibri</i>, <i>Times New Roman</i>, etc.</li> <li>• Increase the height of a row and/or the width of a column to increase the space around text.</li> </ul>
Workbooks have sufficient whitespace between all elements.	<p><b>Manual:</b> Search for "floating elements" overlapping content in cells.</p>	Relocate "floating elements" to an area of the sheet with no content in the cells.
Workbook has a descriptive file name.	<p><b>Manual:</b> The filename at the top of the application window accurately describes the file.</p>	<p><b>File &gt; Save As &gt;</b></p> <ul style="list-style-type: none"> <li>• <b>File Name</b> field in <i>Windows</i></li> <li>• <b>Save As</b> field in <i>Mac</i></li> </ul>
Workbook has a descriptive Title.	<p><b>Manual:</b> Verify that the Title is descriptive.</p> <ul style="list-style-type: none"> <li>• <i>Windows:</i> <b>File</b> tab &gt; <b>Info</b> &gt; <b>Title</b></li> <li>• <i>Mac:</i> <b>File</b> &gt; <b>Properties</b> &gt; <b>Summary</b> tab &gt; <b>Title</b></li> </ul>	Enter a descriptive document title in the <b>Title</b> field.
There are no spelling or grammar issues.	<ul style="list-style-type: none"> <li>• Run the built-in spelling checker: <b>Review</b> tab &gt; <b>Spelling</b></li> <li>• <b>Manual:</b> Proofread for spelling/grammar issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Address the spelling issues identified by the automated review.</li> <li>• Address the spelling/grammar issues identified by the manual review.</li> </ul>
Media has captions and/or transcripts.	<p><b>Manual:</b> Embedded and linked media have equivalent captions and or transcripts.</p>	Provide media with captions and/or transcripts.