



Excel Accessibility QUICK CHECK

EXCEL ACCESSIBILITY CHECKLIST

- Document title is set in properties.
- Worksheet titles have been applied.
- Tables are created.
- All sheets and tables have a simple construction.
- All tables have a unique and appropriate name in Name Manager.
- All charts have a unique and appropriate name.
- A Title region has been identified in all tables.
- Alternative Text is present and makes sense.
- Comments or Data Validation have been added to describe visual elements.
- Hyperlink text is meaningful.
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning