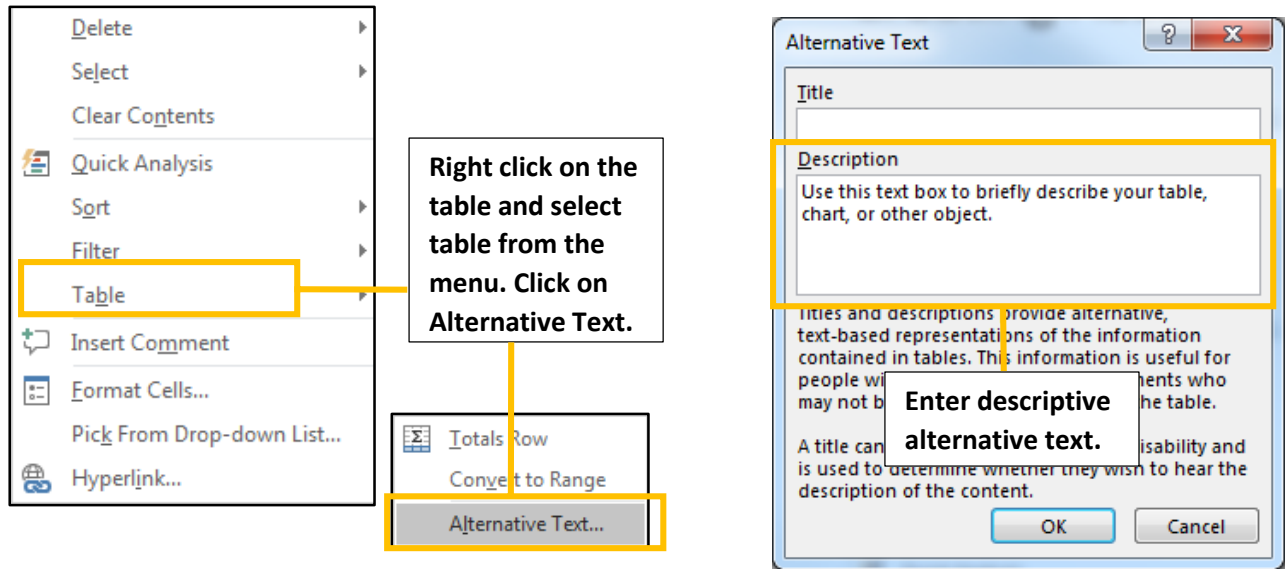


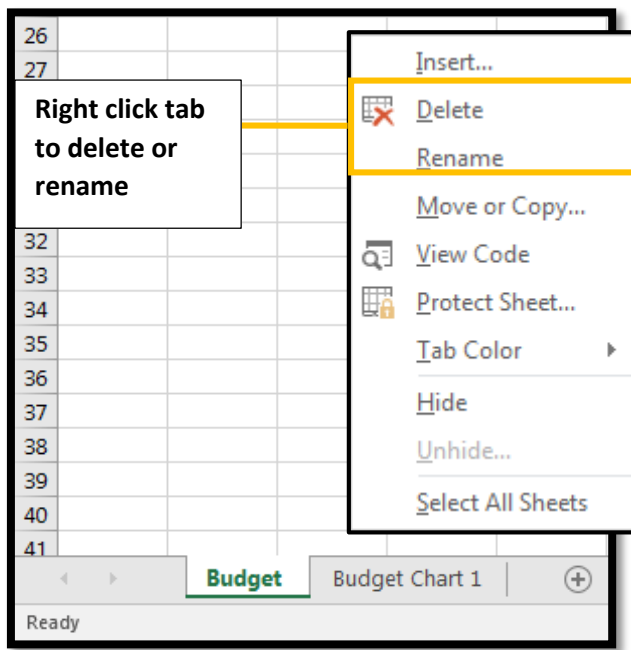
Creating Accessible Excel Spreadsheets

Add alternative text to tables and charts



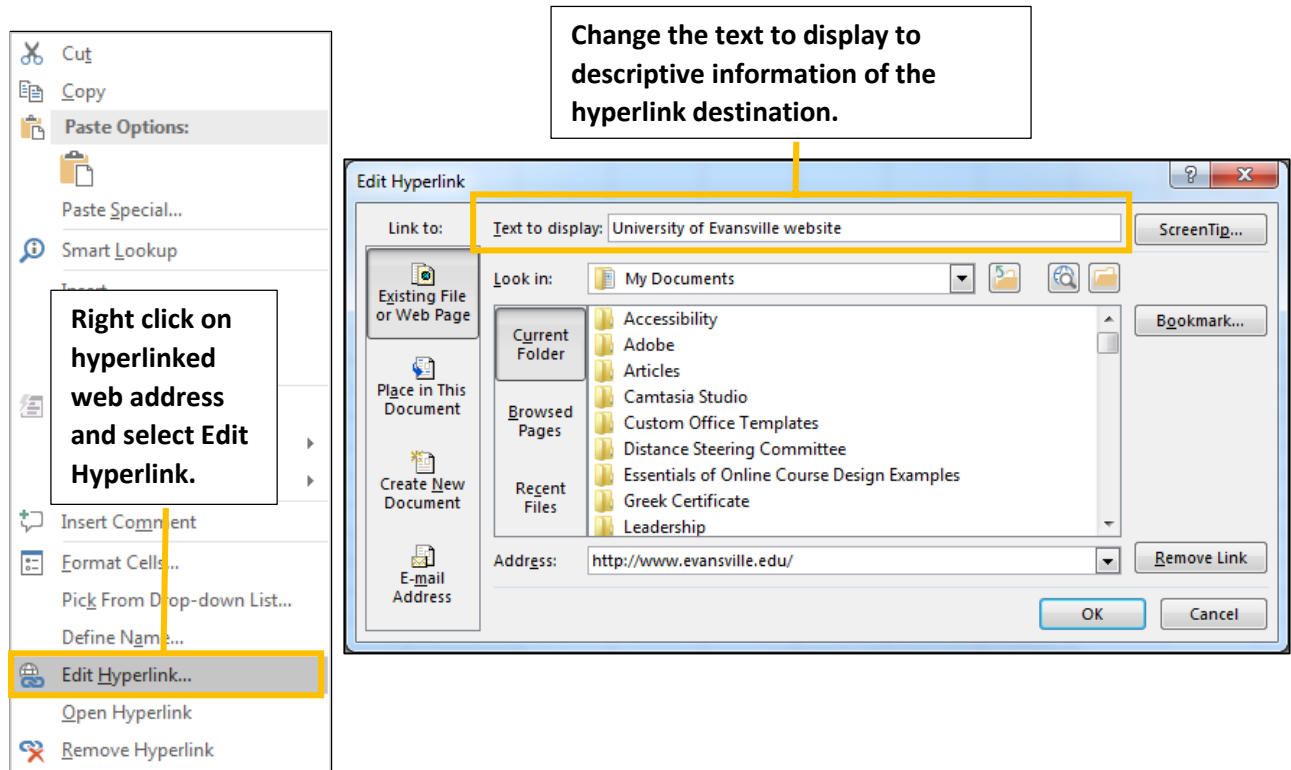
Give each tab a unique name

Give each tab within a workbook a unique name and delete any unused tabs.



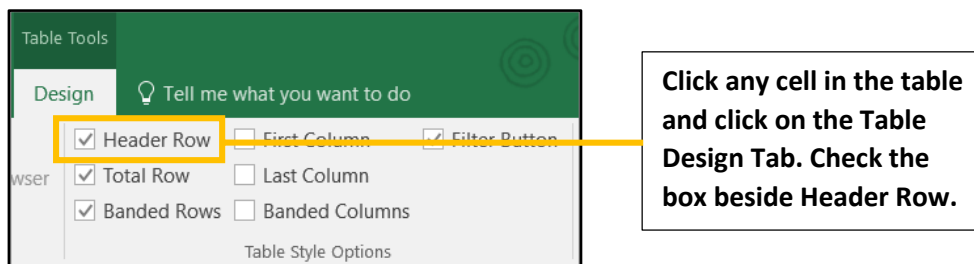
Include meaningful hyperlink text

Assistive technologies like screen readers don't always know how to process hyperlinks, but adding meaningful text versus simply the web address can help.



Use simple tables with labeled headers

Avoid using nested tables or merged/split cells when possible. Select Header Row to designate table headers.



Other tips for accessibility:

- Avoid blank cells, rows, and columns when possible
- Add alternative text for any images
- Use appropriate color contrast

For additional help with Excel accessibility contact Leslie Barton: lb261@evansville.edu