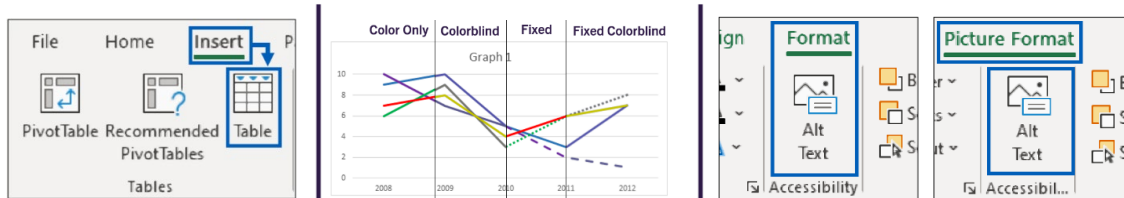


# Get Started: Excel Accessibility



## PROVIDING BASIC ACCESSIBILITY IMPROVEMENTS

- Avoid using Excel for creating forms. Instead, it is recommended that you [design forms in Word/InDesign then use Acrobat to make them fillable \(preferred\)](https://adobe.ly/39PXwiF) (https://adobe.ly/39PXwiF) or [use Word to make fillable forms](https://bit.ly/39PdR7g) (https://bit.ly/39PdR7g).
- Use “Insert” > “Table” on tabular data (as possible) and put the table title or first cell in A1.
- Use strong [color contrast](https://bit.ly/3utqIDP) (https://bit.ly/3utqIDP). Use symbols (like \*) or accessible images with information that is otherwise conveyed only via color, location, shape, and/or size.
- Add “Alt Text” to graphs (summarizing trends) and images (describing content/purpose). Also, be sure that images with auto-generated descriptions are accurate.



- Avoid complex and lengthy spreadsheets until screen reader support improves.
- Minimizes the need for merged and split cells. As needed, split the data into multiple tables.
- Design tables that are most logical when read in a left-to-right, top-to-bottom order.

<b>✗</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>																											
<table border="1"> <thead> <tr> <th>SAS</th> <th>OA&amp;E</th> </tr> </thead> <tbody> <tr> <td>656-6848</td> <td>656-3553</td> </tr> <tr> <td>239</td> <td>223A</td> </tr> </tbody> </table> <p>"SAS OA&amp;E 656-6848 656-3553 239 223A"</p>	SAS	OA&E	656-6848	656-3553	239	223A	<table border="1"> <thead> <tr> <th>Office</th> <th>SAS</th> <th>OA&amp;E</th> </tr> </thead> <tbody> <tr> <td>Phone</td> <td>656-6848</td> <td>656-3553</td> </tr> <tr> <td>Room</td> <td>239</td> <td>223A</td> </tr> </tbody> </table> <p>"Office SAS OA&amp;E Phone 656-6848 656-3553 Room 239 223A"</p>	Office	SAS	OA&E	Phone	656-6848	656-3553	Room	239	223A	<table border="1"> <tbody> <tr> <td>SAS</td> <td>656-6848</td> <td>239</td> </tr> <tr> <td>OA&amp;E</td> <td>656-3553</td> <td>223A</td> </tr> </tbody> </table> <p>"SAS 656-6848 239 OA&amp;E 656-3553 223A"</p>	SAS	656-6848	239	OA&E	656-3553	223A	<table border="1"> <tbody> <tr> <td>SAS</td> <td>656-6848</td> <td>239</td> </tr> <tr> <td>OA&amp;E</td> <td>656-3553</td> <td>223A</td> </tr> </tbody> </table> <p>"SAS 656-6848 239 OA&amp;E 656-3553 223A"</p>	SAS	656-6848	239	OA&E	656-3553	223A
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- Make links that describe the destination (i.e. [Clemson University](https://www.clemson.edu/) instead of [click here](#), [more](#), or <https://www.clemson.edu/>). For documents that are expected to be printed, use descriptive link text and put an unlinked, shortened URL in parentheses. (Examples below.)
- Use Microsoft’s Accessibility Checker.
  - o Office 365: “Review” ribbon > “Check Accessibility”
  - o Office 2014 and later: “File” > “Info” > “Check for Issues” > “Check Accessibility”
- If making a PDF, “Export to” or “Save as” PDF with the “...accessibility” option enabled.



## GOING FURTHER

Other accessibility requirements not listed above or identified by the Accessibility Checker may exist. For more information, see [Make Excel spreadsheets accessible...](https://bit.ly/2RfQQDZ) (https://bit.ly/2RfQQDZ)