Department of Defense (DoD)

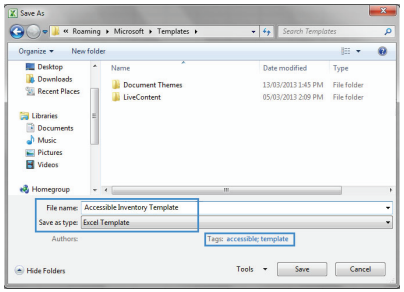
Tips for Creating Accessible Microsoft Excel Documents in 2010

★File Formats for Excel 2010

The default file format for Excel 2010 is **Office Open XML (XSLX)** and other spreadsheet processor and web format saving options are available. To create an

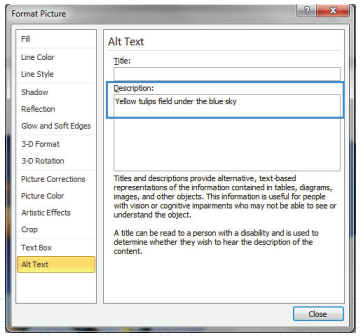
Accessible Template:

1. Go to menu item: **File > Save As.**
2. In the **Save as type** list, select **Excel Template.**
3. In the **File name** box, type a name for the template. Use a descriptive **File name.**
4. Select **Save.**



★Alternative (ALT) Text

1. Right-click the image or picture.
2. Select **Format Picture.**
3. Select the **Alt Text** option from the list.
4. Fill in the description.
5. Select **close.**



★To Create a Chart

1. Select data to be included in the chart.
2. Go to the **Insert** menu item.
3. In the **Charts** section, select the icon of the type of chart you would like to insert.
4. Select a **Chart Type** from the **Chart Gallery** in the drop-down menu.
5. Select **OK.**

★To Add Titles and Labels

1. Select Chart.
2. In the Chart Tools menu section, go to menu item: **Layout.**
3. In the Labels section, select the type of title or label you would like to define **(e.g., Chart Title, Axis Titles, Data Labels).**

★To Apply a Chart Layout Template

1. Select Chart.
2. In the Chart Tools menu section, go to menu item: **Design.**
3. Select Layouts tab, select a **Quick Layout** from the scrolling chart layout gallery.

★To Change Chart Type

1. In the Chart Tools, go to menu item labeled **Design**.
2. In the Type section, select **Change Chart Type** icon.
3. In the Change Chart Type dialog, select a chart type from the left pane.
4. Select a **Chart Design** from the right pane.

★To Add Alternative (ALT) Text to a Chart

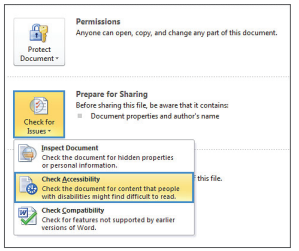
1. Right click the chart or graph.
   Note: Make sure to right click the whole chart, not just an element within the chart.
2. In the Format Chart Area dialog, select **Alt Text.**
3. Enter a **Title** in the **Title** box.
4. Enter a longer description of the chart contents in the **Description** box.
5. Select **Close.**

★Tips for Editing Charts

- When creating line charts, use the formatting options to create different types of dotted lines to facilitate legibility for users who are color blind.
- Use the formatting options to change predefined colors, ensuring that they align with sufficient contrast requirements.
- You can select charts from selection pane.
- This can be launched with keyboard sequence **ALT+H,FD,P.**
- Spreadsheets need structuring for meaningful data and easy navigation Spreadsheets need structuring for meaningful data and easy navigation.

★To Use the "Accessibility Checker"

1. Go to **File** menu item.
2. Select **Info** in the left window pane.
3. Under **Prepare for Sharing,** an alert will appear if a potential accessibility issue has been detected.



4. To view and repair the issues, select **Check for Issues and then Check Accessibility.**

★Worksheet

Each worksheet should be labeled with appropriate descriptive sheet names. Please avoid leaving the default titles.