



Department of Defense (DoD)

Tips for Creating Accessible Microsoft Excel Documents in 2007

★ Data Tables for Excel 2007

Identify row and column headers:

- Separate headings from other text with styling (i.e. bold, italics)
- Header must associate with data cells in logical order
- Provide a short description of the layout
- Keep a column heading to one cell for easy review

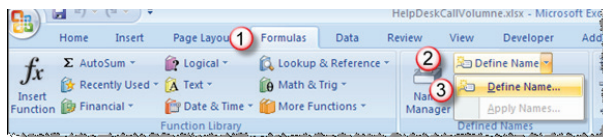
	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	Quarterly totals of help desk calls by hour and day of week, First quarter, 2009.					
2	TIME					
3	8:00 AM	101	102	103	101	105
4	9:00 AM	103	107	105	103	104
5	10:00 AM	105	105	107	108	101
6	11:00 AM	107	105	105	102	104

To create row and column headers, move to the first cell with the titles. For column titles, highlight each cell with a column title in one of the following **three** ways:

1. Define Row and Column Titles

- Click each cell individually while depressing the control or shift key
- Drag the cursor from the first cell to the last cell containing the title while depressing the left click button on the mouse
- Click the number of the row on the left side of the worksheet in which the column titles appear. Choose this method if there are more columns than what appears on your screen.

- With the row or column titles highlighted, Click **formulas tab**



- Click define name drop-down menu
- Click **Define Name**

2. Headings of Columns

Works best if they appear in the same columns, the data references. For instance, column headings placed in Column D, the data should follow in column D.

Screen reader users can configure their program to read a specific heading cell for a column.

As a general rule, the same visual appearance can be obtained by adjusting cell formatting.

To create row and column titles, move to the first cell in the column or row containing the titles.

For row titles, highlight the cells in the column in which the row titles appear.

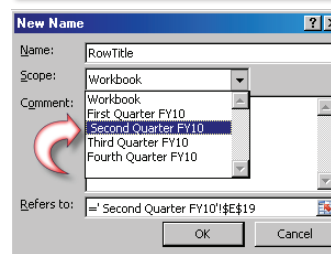
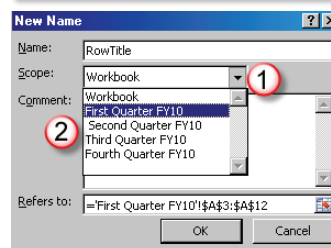
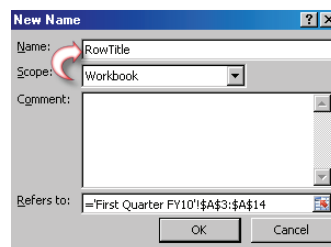
Type **RowTitle** into the input box or **ColumnTitle** if the row contains column titles.

Click **Scope:** dropdown arrow (1) and select the appropriate worksheet (2) and click **OK**.

By defining the scope to a particular worksheet, it is possible to reuse "ColumnTitle" and "RowTitle" in subsequent worksheets.

3. Non-Text Elements

Provide a text equivalent for all non-text elements. This can be done through providing descriptive text titles for elements by adding text wherever possible. Examples are titles for charts and alternative text for pictures and diagrams.



★ Charts

JAWS and Window Eyes attempt to describe charts that MS Excel has generated, but not all assistive technology devices do this.

It is recommended that if a chart is included in the MS Excel workbook, the original data should also be included so it can be reviewed by the AT user.

If the data is difficult to review or understand, e.g., there is a lot of it, include a text description of the chart that explains the main points that are being conveyed.

★ Images

As previously mentioned, text equivalents need to be provided for images. This can be effectively accomplished by creating a caption or adding Alt Text to the image.

Right click on image, select **Size and Properties** and select the **Alt Text** tab.

Type alternative text in the alternative text (ALT) box. Avoid the use of text boxes or graphics with embedded text. These are not accessible and will not be adequately identified by the screen reader application.

Ensure that hyperlinked text makes sense out of content. Hyperlinked phrases such as "click here" can be confusing for people who use screen readers. Make each hyperlink descriptive of the content to which it links.

★ Worksheet

Each worksheet should be labeled aptly as opposed to Sheet1, Sheet2, etc., which are the default sheet names.

