Accessibility Tips Series
Excel Accessibility Checklist

Structure

- □ My filename is concise and meaningful
  - □ It is free of unfamiliar abbreviations (if possible)
  - □ It is free of special characters (Underscores and hyphens are ok)
- □ Each of my sheet tabs has a concise, descriptive title
  - □ Sheet titles are unique
  - □ There are no blank sheets
- □ My File Properties has been adjusted to include the Document Title

Formating and Layout

- □ I have avoided multiple blank rows or columns.
  - • Single blank columns or rows can be resized to create desired spacing between objects.
- □ I have hidden peripheral unused columns/rows
- □ I added "End of Worksheet" to the last row in Column A for each sheet

Text and Content

- □ I used a standard sans-serif font
- □ I used 12-point font size or larger
- □ My text/background contrast ratio is at least 4.5:1 for standard text
  - □ It is at least 3:1 for larger text
- □ I left-justified my text whenever possible
- □ I provided more means than color alone to convey information.

- ☐ I gave my images contextual alternative text or marked them as decorative

Data Presentation

- ☐ My tables are formatted as tables.
  - ☐ I identified column and row headers in the Table ribbon
  - ☐ I gave each table a name in the Table ribbon
  - ☐ I added a table title on the row above the table (optional)
    - This row may be merged to avoid blank cells
- ☐ There are no merged data cells inside my tables.
- ☐ I have avoided unnecessary blank cells
- ☐ I provided text alternatives for charts and graphs
  - ☐ Option 1: I added a text description in an adjacent cell, or
  - ☐ Option 2: I provided alternative presentation of chart data in a separate sheet
- ☐ I positioned labels so that color is not the only method of conveying information

Accessibility Check and Export

- ☐ I used the accessibility checker
- ☐ I preserved accessibility tags when converting to PDF

Additional Resources

- [Microsoft Support | Excel Accessibility Best Practices](#)
- [Section508.gov | Create Accessible Spreadsheets](#)