

Microsoft Excel Accessibility Checklist

(use this checklist prior to converting the document to a PDF)

1. General Requirements		Yes (Pass)	No (Fail)	N/A
1.1	Does the document properties include proper metadata?			
1.2	Does the document refrain from using flashing/flickering text and/or animated text?			
1.3	Do all hyperlinks have descriptive text (i.e., avoid using "Click here") so that users know exactly where the link is taking them?			
1.4	Are all URLs linked to correct websites?			
1.5	If there is no other way to make the content accessible, is there a separate accessible version provided?			
1.6	Do all colors pass contrast requirements have a color contrast ratio between foreground text and background color at least 4.5:1?			
1.7	Does each tab have a unique name?			

2. Layout/Formatting Requirements		Yes (Pass)	No (Fail)	N/A
2.1	Is the document free of scanned images of text?			
2.2	Does the document pass the accessibility checker provided by Microsoft Excel?			
2.3	Is the document free of layout tables? (tables should only be used for data)			
2.4	If a table of contents (TOC) is present, are the page numbers correct, and, if linked, does the TOC function correctly?			

3. Reading Order		Yes (Pass)	No (Fail)	N/A
3.1	Are heading styles organized in a hierarchical and logical fashion, with consecutive headings (i.e., no missing heading levels)?			
3.2	If multicolumn text, tables, or call-out boxes are present, have they been checked for correct reading order?			

4. Images		Yes (Pass)	No (Fail)	N/A
4.2	Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?			
4.3	Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image?			
4.4	Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?			
4.5	Do complex images such as graphs and charts have descriptive text near the image?			

5. Lists and Tables		Yes (Pass)	No (Fail)	N/A
5.1	Have lists been created using the built in list tools available?			
5.2	Are blank cells avoided?			
5.3	Do all tables have a logical reading order from left to right, top to bottom?			
5.4	Are row and/or column headers present in all data tables?			
5.5	If a table is on multiple pages, do the header rows appear on each page?			
5.6	Are data cells set so they do not split across pages?			
5.7	Are all tables described and labeled (where appropriate)? Note: In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.			