Excel Accessibility Issues

This tutorial has given examples of the most common errors encountered when creating an Excel Spreadsheet. I have enclosed a sample Excel document that is non-compliant and Instructions on how to make this document compliant. In this example the document was remediated using Microsoft Excel 2013.

**How to Remediate an Excel Spreadsheet 10 easy steps:**

1. How to Inspect an Excel Spreadsheet.
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Any further questions please refer to <http://ada.nv.gov/CMS/Remediation-Guides/> or this QR code reader.

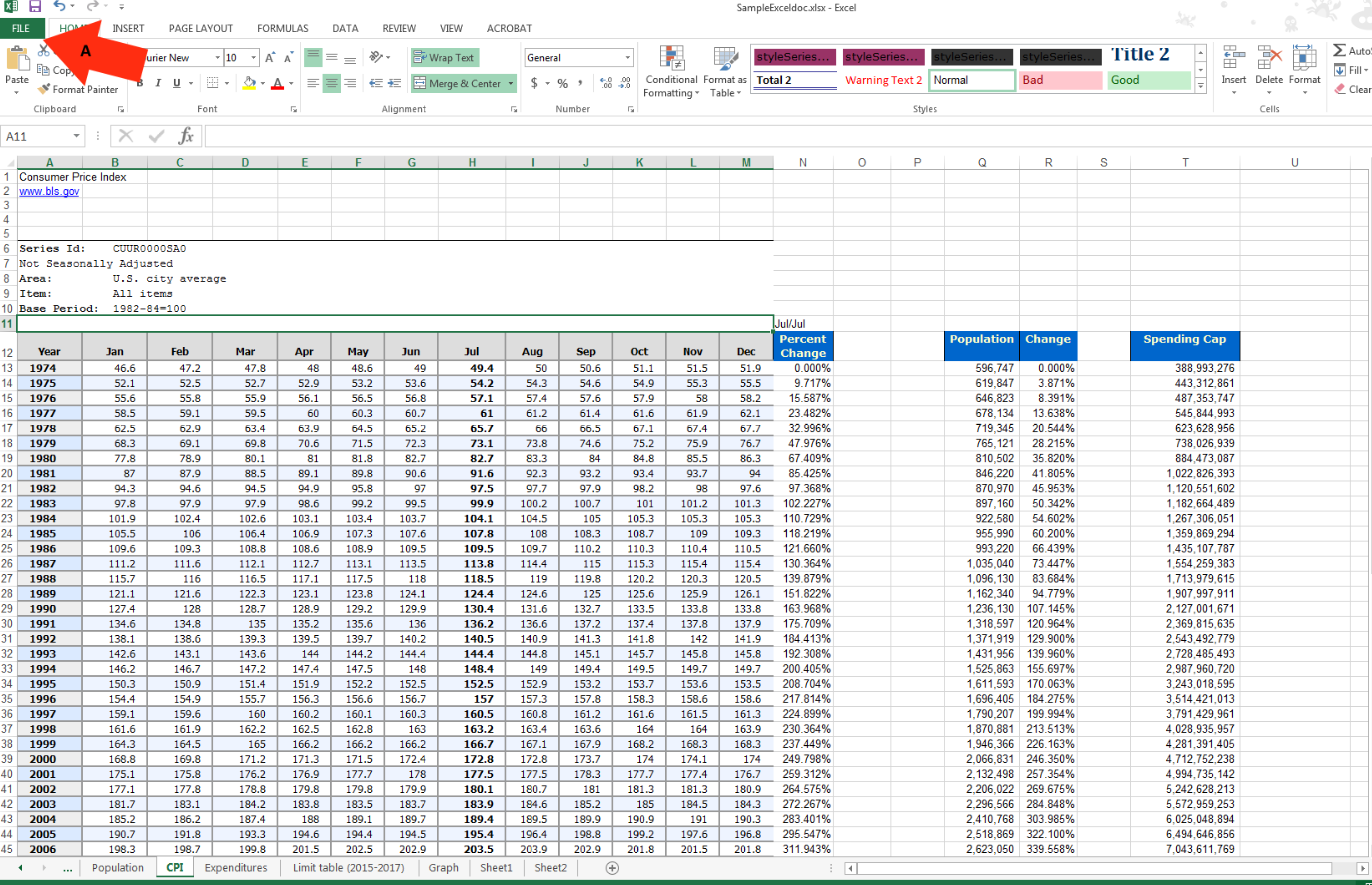


How to Inspect an Excel spreadsheet

# Inspecting a Document

All documents should be checked for ADA compliance and this is how to check using Excel.

1. Select “File” in the top left of your document

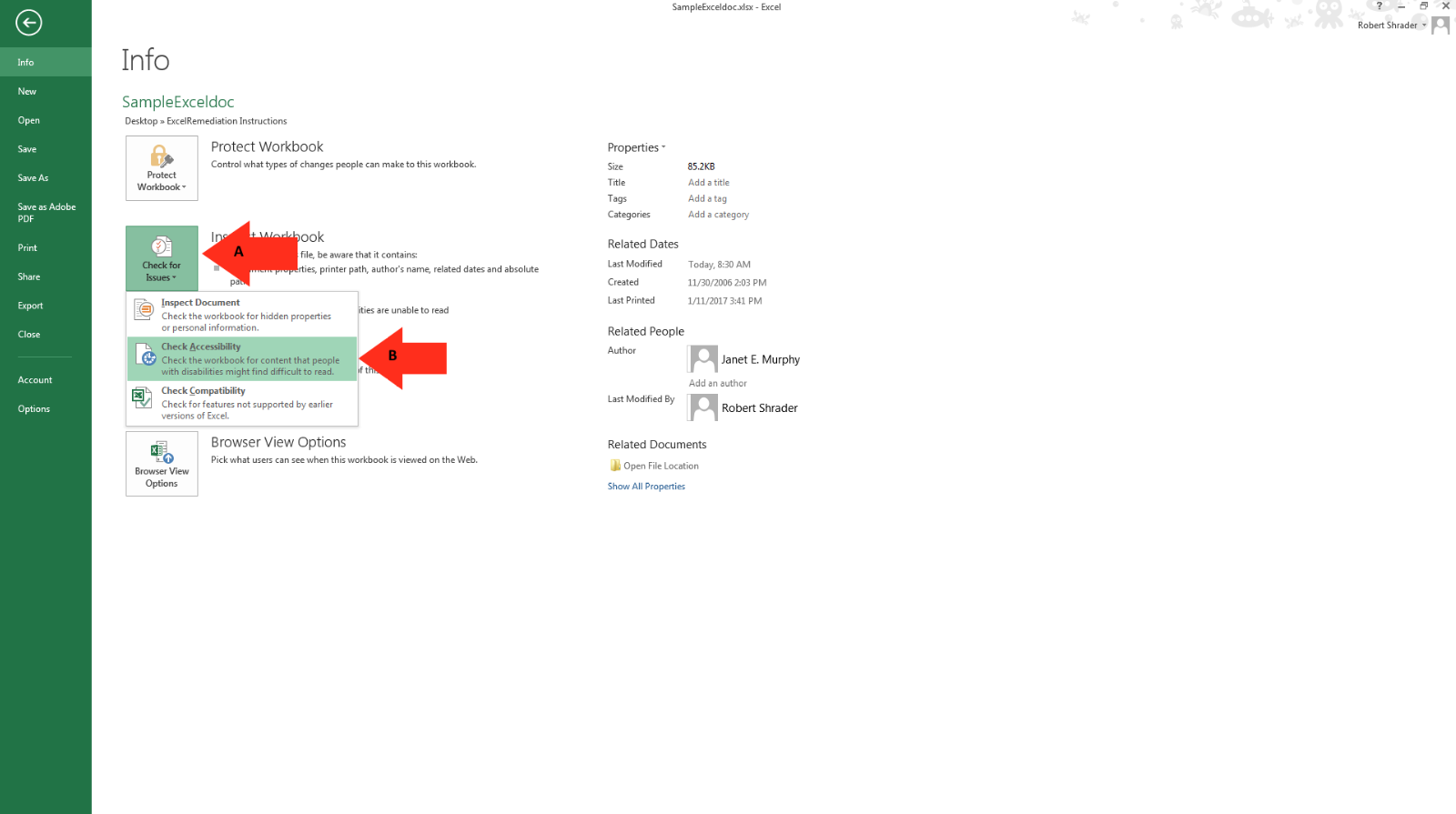


How to Check for Issues

# Check for Issues

All documents can be checked for issues and the check accessibility will run a scan on documents. All errors will be listed for remediation.

1. Click on check for issues.
2. Select “check accessibility”.

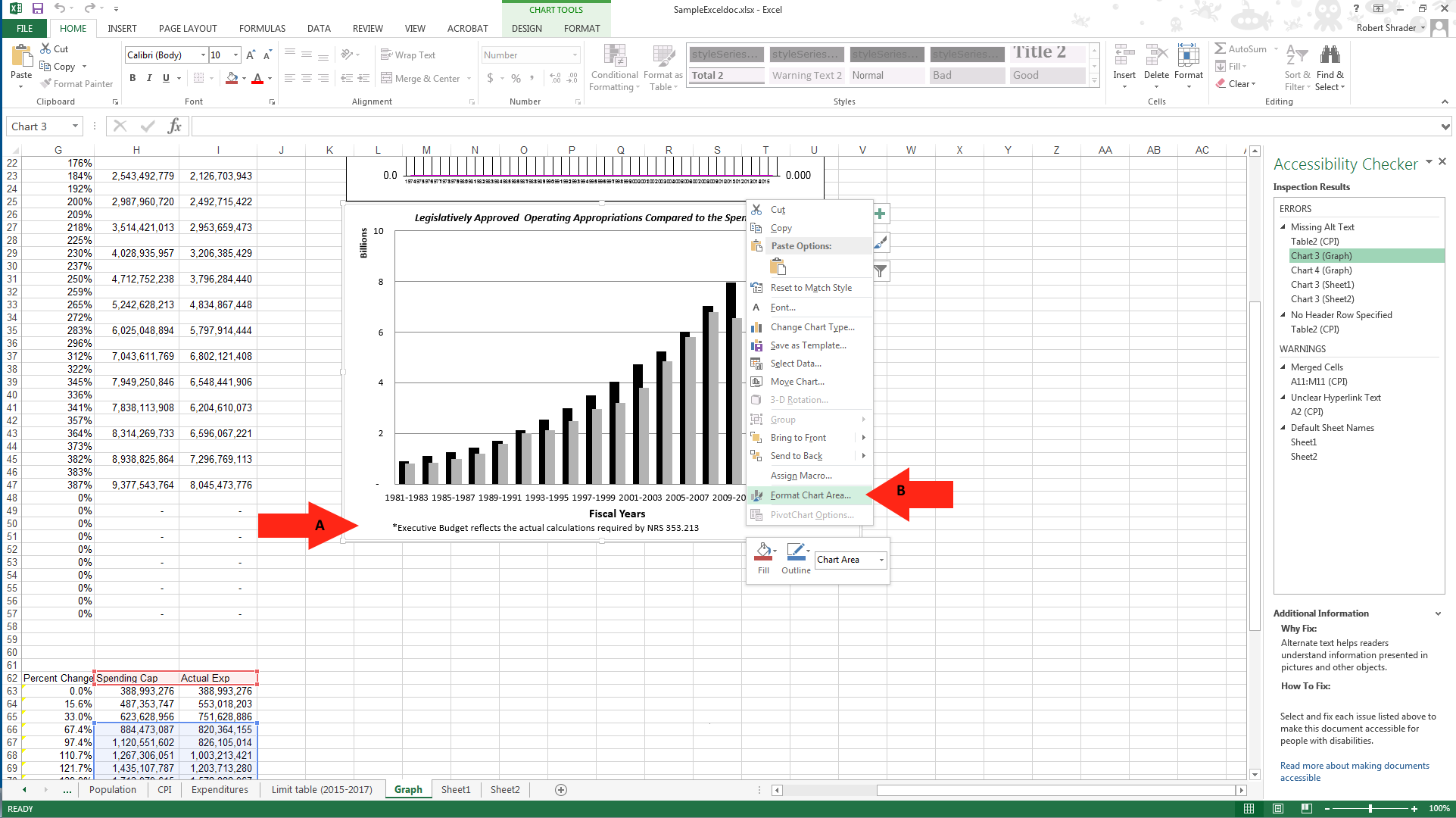


Alternative Text

# Alternative Text

Alternative text should be provided with all visual content: pictures, clip art, SmartArt graphics, shapes, groups, charts, embedded objects, ink, and videos.

1. Right-click on photo.
2. Select “Format Picture”.

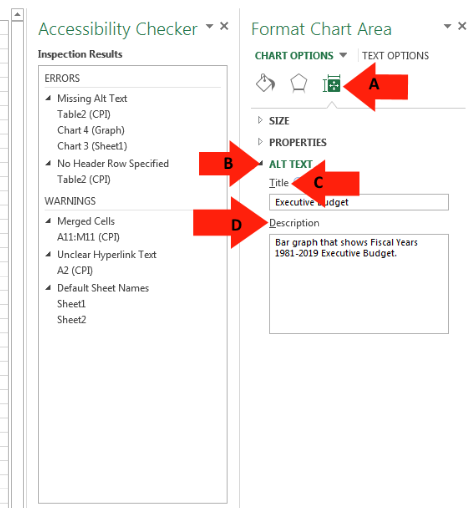


Adding ALT Text to Images

# Adding ALT Text

Adding ALT text to each image in your document will give a description of your image and give a non-sighted user and better understanding of your document.

1. Select the “layout properties”.
2. Select “ALT Text”.
3. Add a title to the image.
4. Give a description of the image.

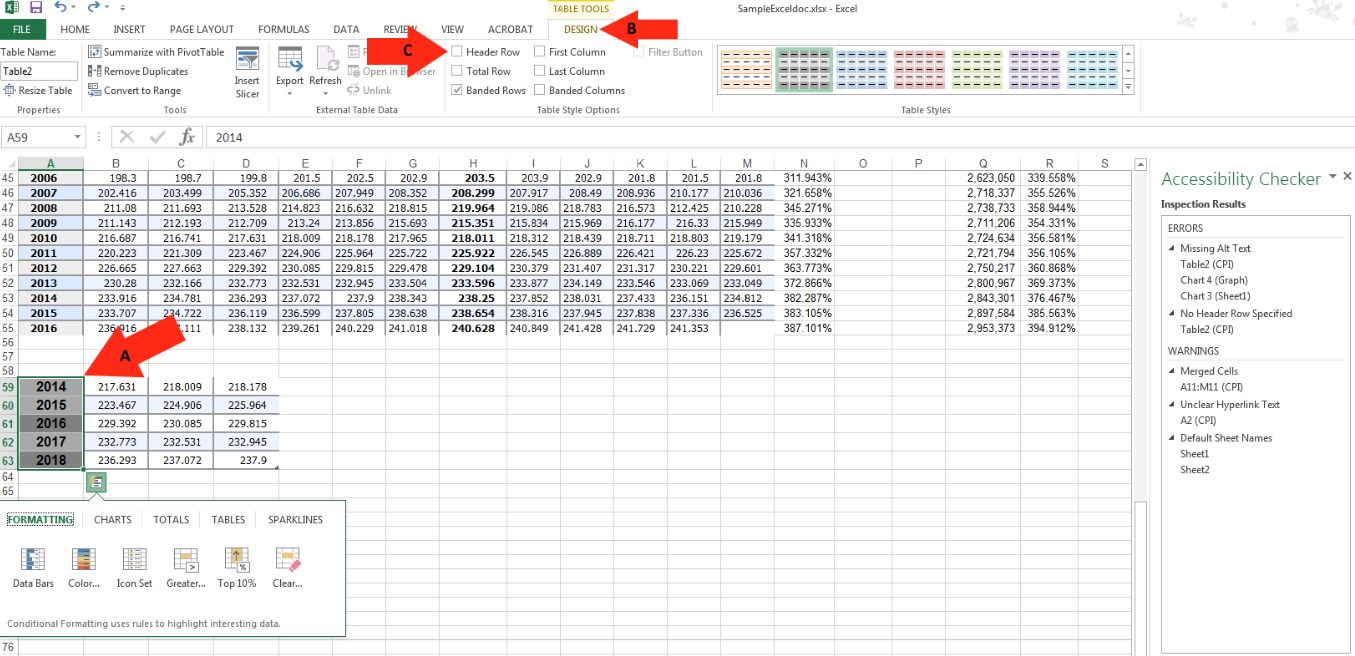


How to set a Table Header

# Table Header

A Table requires a column header to identify the structure of a table for screen reader technologies.

1. Highlight the row of cells that you designate to be the header.
2. Select the “Design” tab.
3. Select “Header Row”.

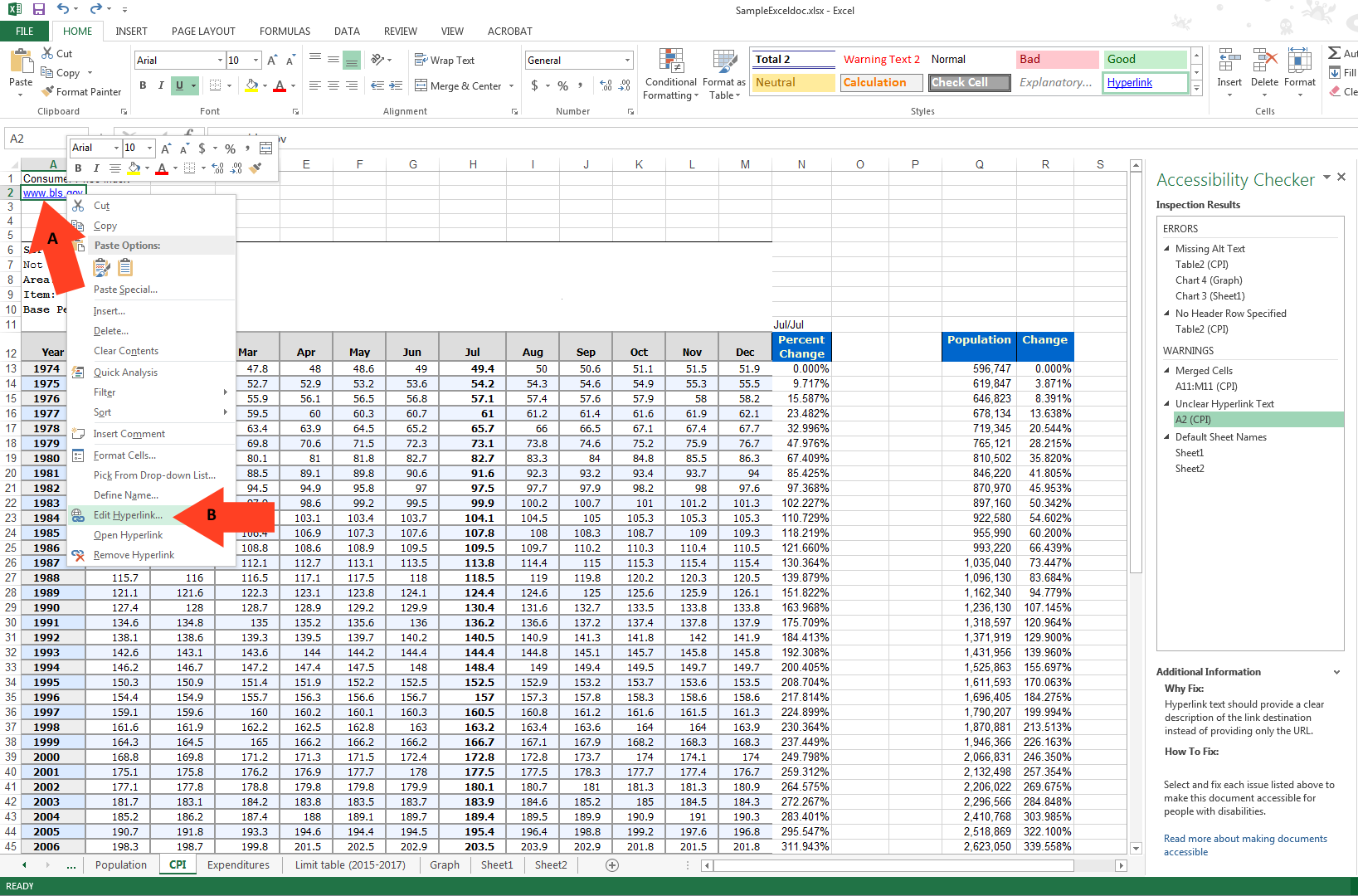


Hyperlink Text

# Hyperlink Text

Those using screen readers can often use their screen readers to look through all of the links in a word document. The links should have descriptive information about the link so that the user knows where they are going.

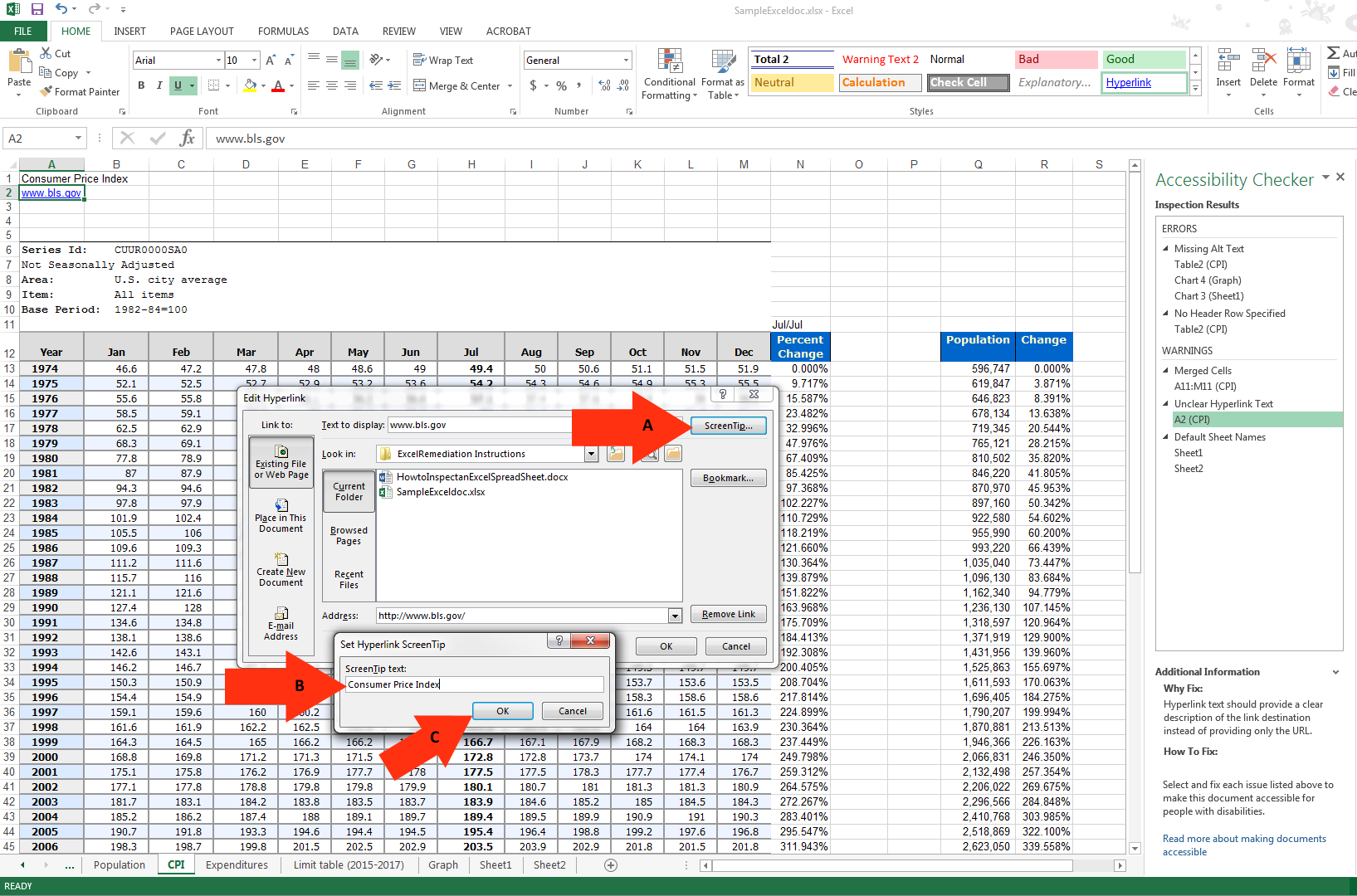
1. Right-click on “Hyperlink”.
2. Select “Edit Hyperlink”.



Adding ALT Text to a Hyperlink

# Adding ALT Text to a Hyperlink

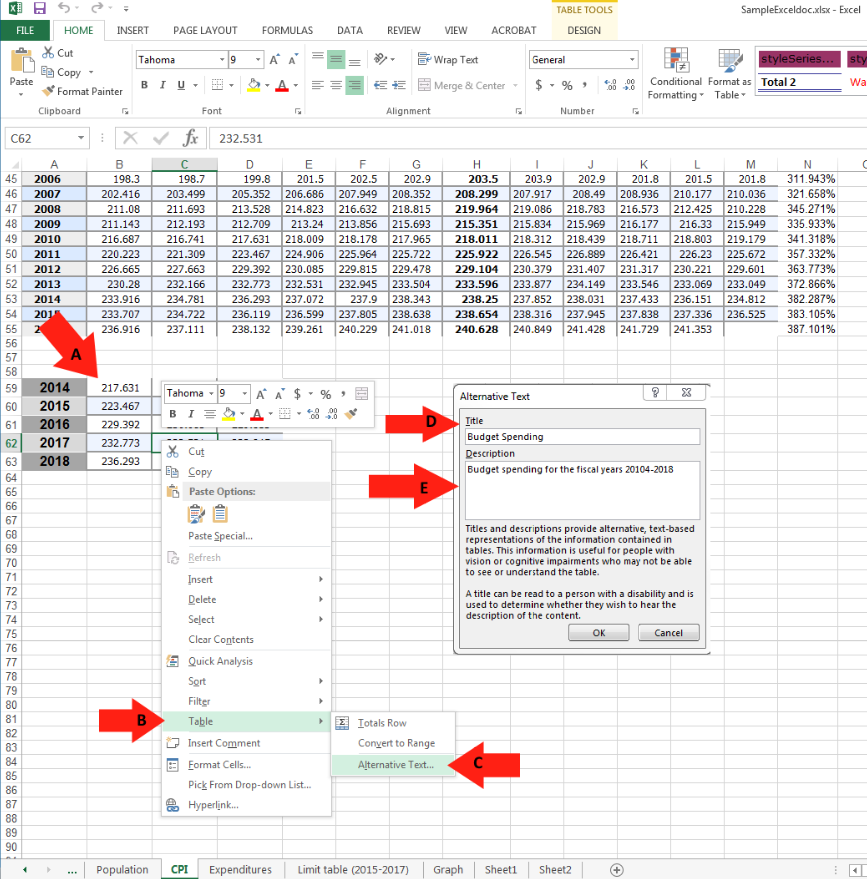
1. Select the “ScreenTip” tab.
2. Give the Hyperlink and description.
3. Select “OK” to save changes.



Adding ALT Text to a Table

# Adding ALT Text to a Hyperlink

1. Right-click on table to open table options
2. Highlight the “Table”.
3. Select “Alternative Text:
4. Give the table a “Title”.
5. Give the Table a “Description” and click “OK” to save changes.

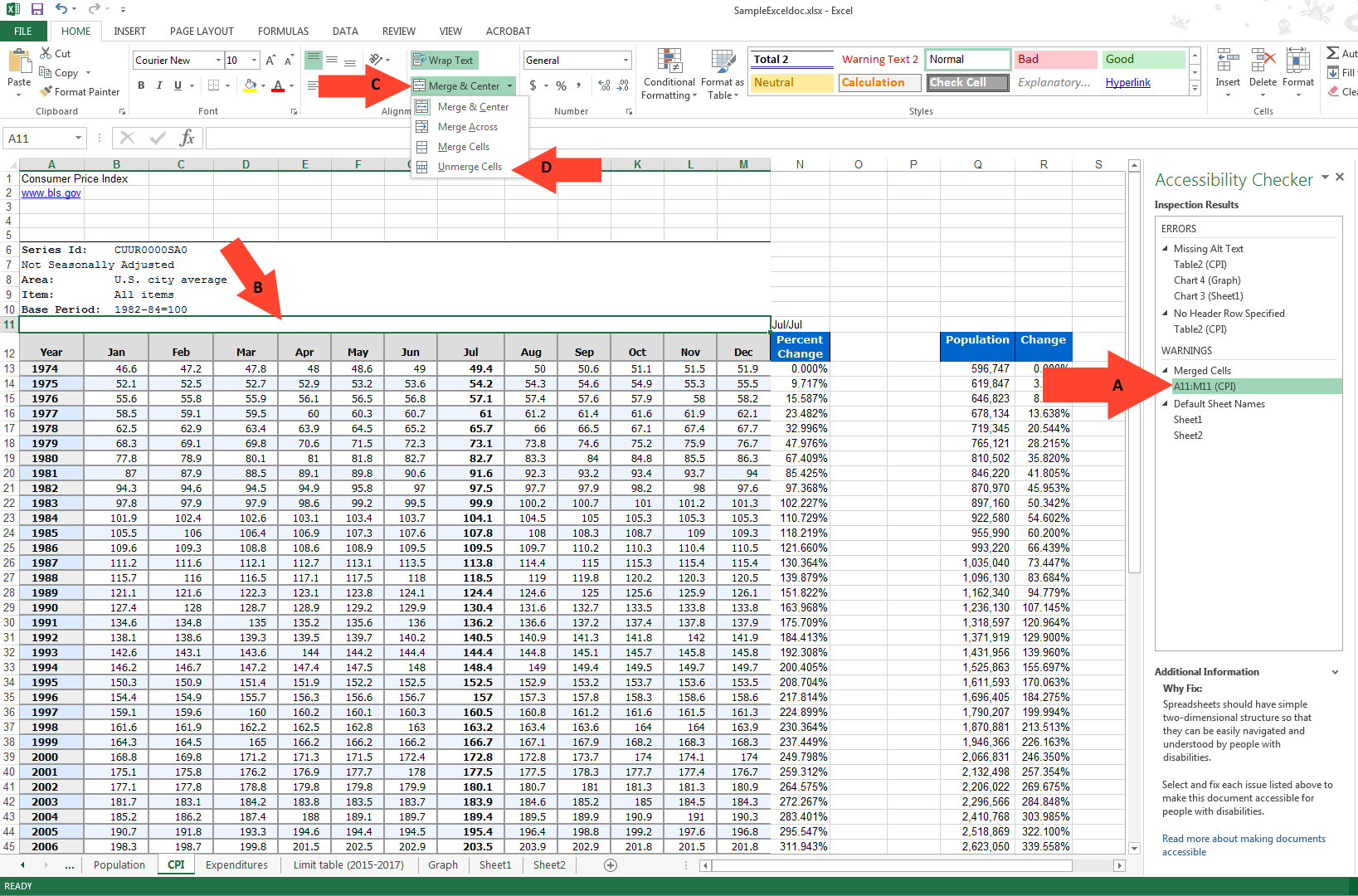


Merged Cells

# How to unmerge cells

Merged cells can confuse a screen reader and make the Spread Sheet hard to follow. This is a quick guide on how to unmerge cells.

1. Select the “Merged Cell” to find it on the document.
2. This is the location of the “Merged cell” on the document.
3. Select the ‘Merge & Center” menu.
4. Select the “Unmerge cells” option.

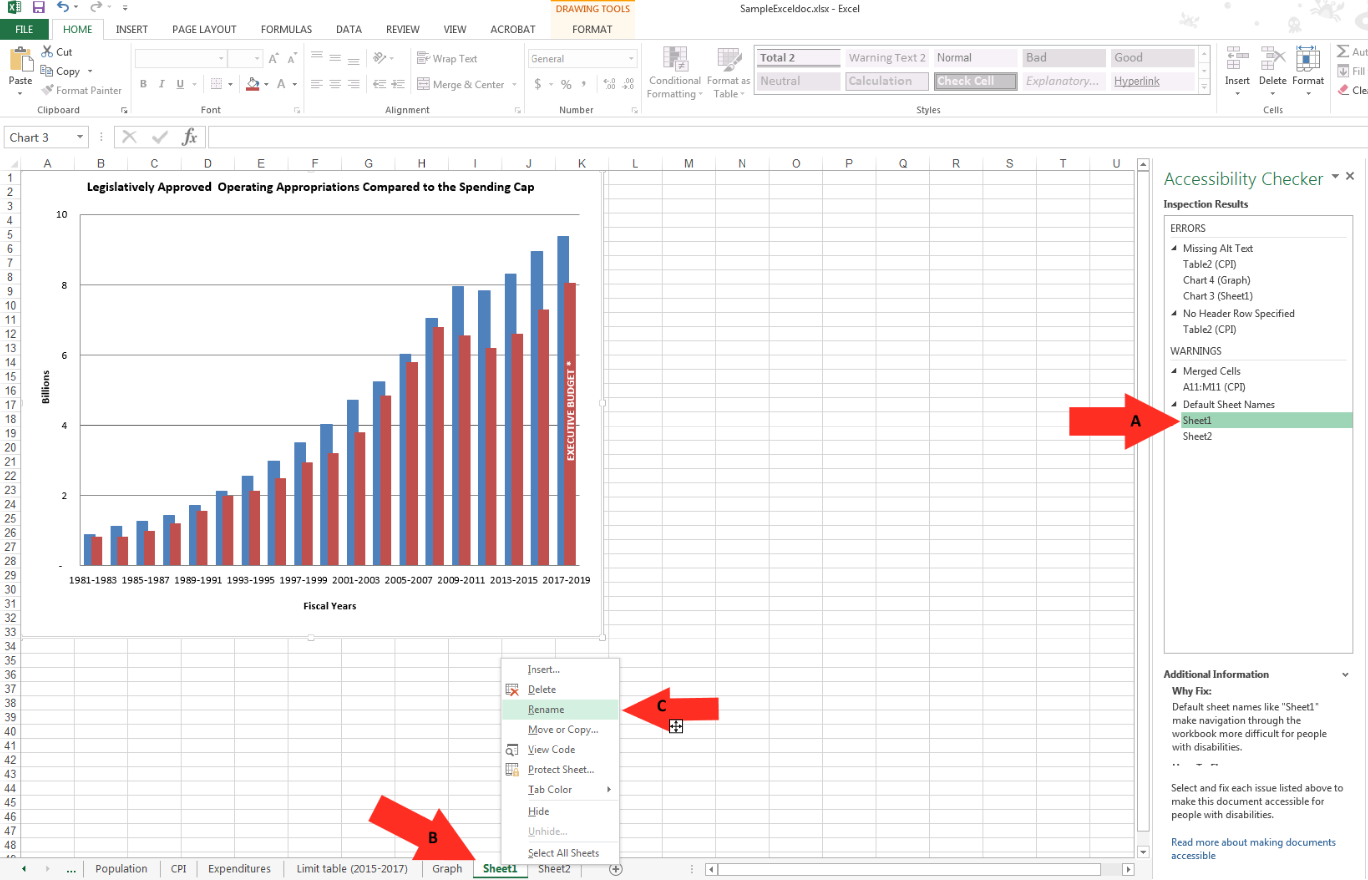
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Default Sheet Names

# Adding a name to sheets

In order for your document to be ADA compliant, all sheets need to be named. Sheet 1 is the default name and it needs to be renamed.

1. The error on the document.
2. Right-click on the sheet to bring up the sheet options.
3. Select the “Rename” option and give the sheet a name.



A Compliant Excel Document

# An example of a Compliant Excel Document.

This is what a document should look like when all of the errors have been corrected.

1. Re-run the “Check Accessibility” option and the right pane will show the document results. There should be no errors and this is what a compliant document should look like.

