

# Excel 2010 Quick Accessibility Reference

## Formatting and Layout

- Control white space with row and column sizing and NOT with blank rows or columns.
- Give each tab in the workbook a descriptive title
- Begin each worksheet in cell A1
- If the workbook contains more than one worksheet place a worksheet in the first tab position that contains links to all of the worksheets and tables in the workbook to serve as a table of contents for the workbook
- Following the final table on a worksheet add the text "End of worksheet."
- If data entry by the user is require use comments, data validation, dropdown lists, input messages, and error alerts are used to help users enter correct data.
- The print area is set to reduce paper waste and set forms to print correctly.
- Use and input message to place help text is placed in Cell A1. Examples of good help text include the number of tables on the page and/or the row and column numbers of the header and total cells.
- Accept or reject all changes in the review panel before final document distribution.

## Text, Headings, and Lists

- Text boxes are NOT used.
- Recommended fonts are used. (i.e. Times New Roman, Verdana, Arial, Tahoma and Helvetica) A good font and size to choose is Arial 12pt.
- All worksheets are absent of flickering/flashing text or animated text.

## Tables

- Do not use tables with more than one column of row headers or more than two rows of column headers.
- Do not use merged cells within the data section of tables.
- Begin all tables in a single worksheet in column A.
- Do not have any empty rows or columns within a single table
- Separate each table with a single empty row.
- Column and row headings must be in the same column or row as the data they represent.
- Use named regions within tables to identify major sections of data.
- The name Title is defined in the cell where row and column headers meet in tables having both column and row headers.
- The name RowTitle is defined in the cell range containing the row headers if the table only contains row headers
- ColumnTitle is defined in the cell range containing the column headers in tables containing only column headers.

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- If multiple data tables are used, they each have unique title regions (e.g. TitleRegion1.A1.F4.1, TitleRegion2.B7.E10.1, RowTitleRegion1.A1.F4.1)
- If multiple worksheets are used, data tables each have unique worksheet title regions (e.g. TitleRegion3.B1.C2.2, TitleRegion3.B1.C2.3, ColumnTitleRegion3.B1.C2.2)

### **Links**

- Use meaningful text in the “text to display” of a link – do not use URLs as link text.
- Use the fully qualified URL (i.e., <http://www.google.com> NOT [www.google.com](http://www.google.com)) address of the link.

### **Non-Text Elements (Illustrations & Objects)**

- Insert graphs and charts as separate worksheets.
- Give meaningful labels to the title, axis and legend of all charts
- Lightly shade input cells so that they will stand out to users.
- Use high contrasting foreground and background colors.