# Microsoft Excel accessibility checklist

The full checklist available on the CELT hub provides a little more detail and links to guidance materials where appropriate.

| What to think about | What to do | Done |
| --- | --- | --- |
| Complexity of data sets | Breakdown complex data sets into logical groupings  Use separate sheets for new data sets and tables |  |
| Index page | Use the first sheet for an index page if you have multiple sheets and complex data sets. |  |
| Worksheet names | Use relevant and names for each sheet in a workbook and delete unused sheets. |  |
| Logical structure and path | Keyboard only users tend to follow a logical path, starting at A1 and working.  Avoid locating data and tables in less obvious positions on the sheet. |  |
| Save location | Save the workbook with the cursor focused on cell A1 (unless you want to draw attention to a specific cell to start). |  |
| Filename | Use an appropriate and descriptive Filename. |  |
| Tables | Keep the table as simple as possible.  Avoid using merged cells for data or headers |  |
| Cell dimensions and content | Ensure that all text or data is visible within the cell.  Indicate empty cells using a zero, null or n/a. |  |
| Images, diagrams, charts and graphics | Use ALT text to provide a clear description of any type of graphical object or image added.  Describe the content and purpose of the object.   * Try to do this in one or two short sentences. * Avoid repeating content provided elsewhere on the page.   A more detailed image description may be required in the body of the sheet.  Avoid using visual characteristics alone to convey information.  Avoid including images of text.  Avoid using any content that flashes or flickers. |  |
| Visual devices | Provide concise text descriptions for fixed graphics and images.  Avoid using floating images and graphics. |  |
| Font | Use a sans serif fonts, such as Arial and Calibri. |  |
| Font size | Keep the font size at 12 or above.  For headings and sub headings use a larger font size. |  |
| Headings | Use the styles and heading tools for rows and columns.  Ensure that all labels are descriptive and clear. |  |
| Structure | Align left wherever possible and avoid justification. |  |
| Links | Use meaningful text and descriptions for hyperlinks.  Avoid using a full url as a link. |  |
| Colours | Pastel colours are best for backgrounds.   * Avoid using pure white or black as a background colour.   Avoid using textured background styles.  Avoid communicating ideas with colour alone.  Avoid using green and red / pink. |  |
| Colour contrast | Ensure that there is a high contrast between the text and its background. Avoid combining colours of a similar tone, such as dark blue and black. |  |
| Headers and footers | Ensure that any vital information included in these areas is repeated within the body of the sheet. |  |
| Superscript and Subscript | Where possible, avoid offline additions. |  |