

Excel Accessibility Checklist

Critical

- File name clearly describes the content
- Document title is set and descriptive (File → Info → Properties → Title)
- Sheet names clearly describe the content (avoid 'Sheet1')
- Data is organized in a simple, consistent table structure
- First row contains clear, descriptive column headers
- No empty rows or columns within data tables
- Text and background have sufficient color contrast
- Information is not conveyed by color alone
- Content follows a logical reading order (left to right, top to bottom)
- Accessibility Checker shows no issues (Review → Check Accessibility)

If applicable

- Tables are formatted using Excel table tools (Insert → Table)
- Header row is identified in tables
- Charts and graphics include alt text
- Links are descriptive (avoid 'click here')
- Merged cells are avoided (or used only when necessary and clearly labeled)
- Data is not split across multiple disconnected areas
- Freeze panes used appropriately to keep headers visible