Microsoft Excel®

Follow these best practices to help ensure your workbooks are accessible. For more information on Excel® accessibility, visit: www.iowaat.org.

- **Give all sheet tabs unique names**

  Sheet names should provide information about what is found on the worksheet, making it easier to navigate through a workbook. Remove blank sheets.

- **Enter title in first row and column**

  You may merge cells to center the title.

- **Add alt-text to images and objects**

  This includes pictures, clip art, charts and embedded objects. Use clear, concise terms. For complex charts and diagrams, provide a data table or a link to the data table.

- **Specify row and column headings**

  Use cell styles when appropriate. Clear headings provide context and assist navigation of the table contents.

- **Use color carefully**

  High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in black and white.

- **Hide Unused Rows and Columns**

  This prevents screen reader users and keyboard navigators from wandering off into blank cells.

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- **Name your hyperlinks appropriately**

  Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying "click here."

- **Use alignment tools for layout and to create white space**

  Don't use blank rows/columns for spacing. Manage your layout by resizing rows and columns, and using the alignment tools to move content (top, bottom, left, right) as needed.

- **Avoid blank data cells**

  Cells should not be left blank. If the cell really has no data, then you can add "This cell intentionally left blank" or "No data."

- **Mark end of worksheet**

  Type "end of worksheet" in the row immediately following the last row.

- **Structure content for better readability**

  Add structure by defining the title region, providing data range names, and hiding unused rows and columns.

- **Fill in document properties**
  In advanced document properties, enter title, subject, and author.