Accessible Excel Checklist

Best Practices

1. Worksheet Setup

☐ I added a brief summary in **cell A1** describing what's on the sheet (example: This sheet contains one table and one chart. The table starts at A3 and shows 2022 enrollment numbers. The chart starts at A15.")

☐ Each worksheet has a **unique, meaningful name**.

2. Table Setup

☐ I added a **title** in a cell directly above the table (no merged cells).

☐ I marked the title as a **Heading 1** under *Home → Cell Styles*.

☐ I formatted my table using Excel's **Format as Table** feature.

☐ I gave the table a **descriptive table name** (example: ANNUAL STUDENT ENROLLMENT)

- No spaces
- Capitalize each word

☐ I did **not merge any cells**.

☐ I did **not leave blank rows or blank cells** for spacing.

- If there is truly no data, I wrote **"0," "null," or "no data."**

☐ I did **not use color alone** to show meaning.

- If color helps, I also added text (ex: High/Medium/Low).

☐ I used only readable color combinations (checked with a contrast checker).

☐ All hyperlinks are **descriptive**
(example: "Work with Links in Excel" instead of "Click here").

3. Charts & Graphs

☐ I used simple, easy-to-read charts (bar charts, pie charts, etc.).

☐ I placed the chart directly **below its data table**.

☐ I added a **chart title**.

☐ I added **axis titles** for charts that use axes (bar, line, scatter, column).

☐ I added **data labels** (numbers or percentages).

☐ I used color only as a **secondary** way to show meaning
(TEXT should always explain the data).

☐ I used a colorblind-friendly palette.

☐ I added **alt text** to the chart describing what it shows.

4. Final Checks Before Saving

☐ I ran Excel's **Accessibility Checker**
(Note: it only works *after* the table is formatted as a table).

☐ I updated the file's **Title** and **Author** in File Properties.

☐ I used a **clear and descriptive file name** when saving.

☐ I avoided saving as a **PDF** unless absolutely required.