# 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.
* 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) 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.