

Making Accessible Outlook, PowerPoint, Excel

There are several similarities between different Microsoft software as it relates to accessibility. Please refer to the Making Accessible Word Documents handout for additional information on making Microsoft documents accessible.

For tutorials on creating accessible documents, visit the [Walker Center for Teaching and Learning's Accessibility Resources](#) webpage.

Outlook

- Use HTML format when creating emails. HTML supports styles headings, images with alternative text, links, and lists.
- To set HTML as the default email setting. Choose FILE >> OPTIONS, Under Compose messages, in the Compose messages in this format list, click HTML. Click OK to accept your changes, and close.
- Follow additional accessibility practices outlined in the Making Accessible Word Documents handout.

PowerPoint

- Use font that are large enough for both projectors and online viewing
- Avoid using text shadow or glow effects for any text as they may not be accessible by screen readers
- Avoid cramming a lot of information onto a slide as it can be confusing and unreadable.
- Avoid automatic slide transitions;
- If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page.
- Place the slides in a logical order in the Outline Panel;
- Avoid placing image or chart descriptions in the Notes Panel.
- If your presentation has embedded audio or video you should include text transcripts and/or captions.
- Use mp3 format for embedded audio. Shockwave and *.wav files are not accessible.
- Follow additional accessibility practices outlined in the Making Accessible Word Documents handout.

Excel

- Avoid using blank cells, rows, or columns to format spreadsheets
- Use column headers to define information in tables.
- Give each sheet tab a unique name.
- Follow additional accessibility practices outlined in the Making Accessible Word Documents handout.