



Microsoft Excel[®]

Accessibility Quick Card

Follow these best practices to ensure your Excel[®] workbooks are accessible.

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- **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.
- **Include table data with any data visuals.**
When displaying charts or graphs within Excel, locate it directly below the data table.
- **Specify row and column headings.**
Check Table Tools to ensure proper row and column elements are marked.
- **Use color carefully.**
High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in grayscale.
- **Hide unused rows and columns.**
This prevents screen reader users and keyboard navigators from wandering off into blank cells.
- **Use text to identify author and agency.**
Do not use the logo alone to identify the source.

- **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 or 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.

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WISCONSIN DEPARTMENT
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