# VDOE Excel Accessibility Checklist

## File Formatting

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| **Set File Type & Name** | * + Is the file saved as a .xlsx?   + Is the file name lowercase with hyphens for spaces and contains NO special characters?   + Is the document file name concise, generally limited to 25 characters, and does it make the contents of the file clear? |
| **Provide Document Title** | * + Does the file have a document title? |

## Spreadsheet Structure

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| --- | --- |
| **Give all Sheet Tabs Unique Names** | * + Does each tab have a unique name that is descriptive of the sheet contents? |
| **Remove Blank Sheets** | * + Are blank sheets removed? |
| **Mark the end of the worksheet** | * + Has “end of worksheet” been entered in the row immediately following the last row? |
| **Avoid using blank cells, rows and columns for formatting** | * + Have blank rows or columns for spacing been avoided?   + If the blank cell must be included, was “This cell intentionally left blank,” “N/A,” or “No data” entered in the cell? |

## Table Formatting

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| --- | --- |
| **Specify Row and Column Headings** | * + Have Table Tools been checked to ensure proper row and column elements are marked? |
| **Keep Tables Simple and Straightforward** | * + Have merged or split cells been avoided?   + Have complex tables been separated into smaller tables? |
| **Include Table Data with Any Data Visuals** | * Is the data table provided for any charts or graphs? |

## Text Formatting

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| **Use Appropriate Font Style and Size** | * + Times New Roman with a font size of 12 point is recommended for body text |
| **Create Unambiguous Names for Links** | * + Is the destination, function or purpose described in the link name or surrounding text?   + Have you avoided using “Click Here” or “Learn More?” |

## Color Formatting

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| --- | --- |
| **Do Not Rely on Color Convey Meaning** | * Is all information conveyed without relying on color? |
| **Meet the Required Color Contrast** | * Is there enough contrast between the background and foreground? |

## Object Formatting

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| --- | --- |
| **Include Alternative Text for Images & Objects** | * + If the picture, clipart, chart, graph, shape or SmartArt graphic conveys information, is alternative text provided AND is the object placed in line with text?   + If the picture, clipart or shape is added for visual emphasis or decoration, is “decorative” entered as the alternative text? (Note: Decorative images do not have to be placed inline.)   + Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object with one alternative text? |
| **Repeat Vital Information Included in Headers, Footers & Watermarks** | * Is vital information from the header, footer or watermark duplicated in the document? |
| **Avoid Forms** | * Were fillable form fields excluded from the document? |

## Ensure Accessibility Compliance

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| --- | --- |
| **Test for Compliance** | * Was the spreadsheet checked using the built-in Microsoft accessibility checker? * Can you navigate the spreadsheet using only the keyboard? |
| **Provide Accessible Alternative Versions** | * Has a separate accessible version of the document been provided when there is no other way to make the content accessible? (Example: Organization Chart) |

Go to <http://www.doe.virginia.gov/home/a11y/a11y.shtml> for guidance about items on this checklist.