

Excel Compliance

Making Excel ADA Compliant

Components	Guideline	Tips
Layout	<ul style="list-style-type: none"> Use content that is formatted in a way that is easy to understand and flows freely 	<ul style="list-style-type: none"> Content for each worksheet must begin in cell A1 Do not use blank cells, rows, or columns for formatting purposes If you have more than one table in a sheet, position them down Column A with a single blank line between each table Use descriptive text to explain formulas used Name sheets in the bottom tab
Font	<ul style="list-style-type: none"> Use a large enough font that is easy to read Use sufficient color contrast Do not use color alone to convey meaning 	<ul style="list-style-type: none"> Use 12 point font or larger Be consistent with the font you use Do not use color alone to convey meaning Shade input cells to make them stand out
Images, Clipart, and Shape	<ul style="list-style-type: none"> Add alternative text to images and shapes 	<ul style="list-style-type: none"> Right click the image, select Format Picture, then select Alt Text
Formulas	<ul style="list-style-type: none"> Identify and explain formulas 	<ul style="list-style-type: none"> Use descriptive text to explain all formulas Formula cells that affect cells in other sheets should be indicated with a notation
Links	<ul style="list-style-type: none"> Write meaningful text that indicated the link's destination 	<ul style="list-style-type: none"> Ex. <u>Southeast Missouri State University Home Page</u> instead of www.semo.edu Select the text, then right click and choose hyperlink. Enter the full URL in the address field and click OK
Tables	<ul style="list-style-type: none"> Identify column and row headers 	<ul style="list-style-type: none"> Use a logical reading order (left to right, top to bottom) Repeat row headers if your table goes across multiple pages Avoid merged cells or empty rows or columns

