



Microsoft Excel[®]

Accessibility Quick Card

Follow these best practices to help ensure your workbooks are accessible. For more information on Excel[®] accessibility, visit mn.gov/mnit/accessibility

.....

- **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 black & white.

- **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/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.