# Accessibility Checklist for Excel Documents

☐ Choose a clean, easy to read font such as Arial or Times New Roman and use the same font consistently throughout your document.

☐ Use at least 12 point font.

☐ Avoid using color and highlighting as the only means of providing information.

☐ Avoid empty cells and merging cells.

☐ Adjust the width of your cells individually or set the spreadsheet to "wrap text" if data exceeds the space in a cell.

☐ Label all files, sheet tabs, and columns with meaningful titles.

☐ Ensure strong contrast in the colors used in any charts or graphs.

☐ Include descriptive Alt Text for all non-decorative images, charts, or graphs.

☐ Use meaningful titles and the "Add Hyperlink" feature when creating hyperlinks.

☐ Run the accessibility checker to detect accessibility issues.