



University Information
Technology Services

ACCESSIBILITY FEATURES IN MICROSOFT POWERPOINT 2010

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Introduction

This document has been developed to provide you with information about accessibility and Microsoft PowerPoint 2010. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your slides. Additionally, *best practices* and *document structure* are also covered to help you when developing a presentation.

Learning Objectives

The following learning objectives for accessibility will be covered in this document:

- Tools available for accessibility in PowerPoint 2010.
- How to use the keyboard to work with ribbon programs.
- How to control the visual appearance of the slides.
- Best practices when creating a presentation.
- How to effectively structure the slides.
- Making information available on the Internet.
- How to use the accessibility checker.
- How to obtain additional assistance.

Tools

The following explains how various tools can be used effectively for accessibility with Microsoft PowerPoint 2010.

AutoCorrect

The AutoCorrect feature in PowerPoint 2010 is a list of words that are frequently misspelled and mistyped. This feature corrects these words when a person enters them into a document. The words can be added and deleted from the list. This is a great tool for accessibility.

This tool can also be used for abbreviation expansion. For example, suppose that you frequently type *Atlanta, Georgia*, but would like to enter an abbreviation into AutoCorrect so that fewer keystrokes are required for entry. The following explains how to use the AutoCorrect tool for abbreviation expansion:

1. Click the *File* tab (see *Figure 1*).

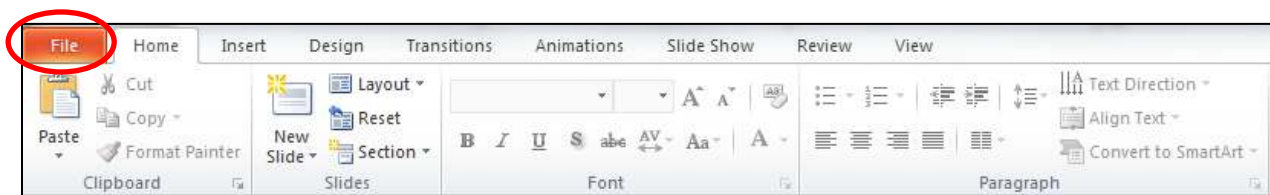


Figure 1 – File tab

2. Click the *Options* button (see *Figure 2*).

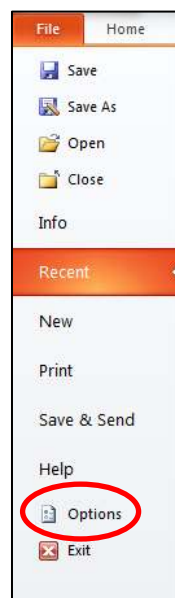


Figure 2 – Options button

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