ACCESSIBILITY FEATURES IN

MICROSOFT EXCEL 2010

In this document the following Accessibility topics are covered:

Introduction

This document has been developed to provide you with information about accessibility and Microsoft Excel 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 spreadsheet. Additionally, *best practices* and *effective spreadsheet structure* are also covered to help you when using Excel.

Objectives

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

- The available tools
- How to use the keyboard to work with ribbon programs
- Controlling the visual appearance of the spreadsheet
- Best practices for spreadsheet design
- Effective spreadsheet structure
- How to use the accessibility checker
- How to obtain help

Tools

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

AutoCorrect

The AutoCorrect feature in Excel 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:
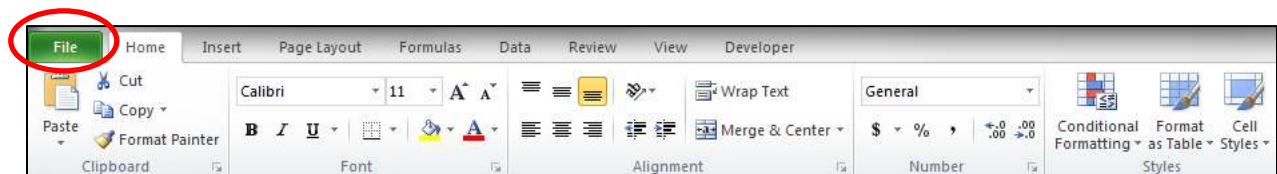
1. Click the *File* tab (see *Figure 1*).

Figure 1 – File tab

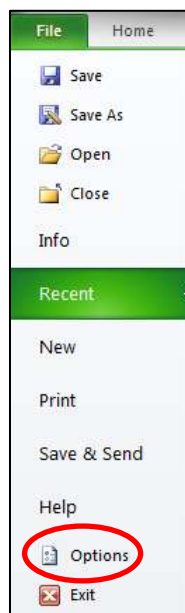2. Click the *Options* button (see *Figure 2*).

Figure 2 – Options button

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