University Information
Technology Services

Microsoft Office Excel 2013

Accessibility Document

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Introduction

This document has been developed to provide you with information about accessibility in Microsoft Office Excel 2013. 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.

Learning Objectives

The following learning objectives for accessibility will be covered in this document. After completing the instructions in this booklet, you will be able to:

- Utilize available accessibility tools
- Use the keyboard to work with ribbon programs
- Control the visual appearance of the spreadsheet
- Understand best practices for spreadsheet design
- Understand effective spreadsheet structure
- Use the accessibility checker
- Obtain help

Tools

The following explains how various tools can be used effectively for accessibility with Microsoft Office Excel 2013.

AutoCorrect

The AutoCorrect feature in Excel 2013 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:
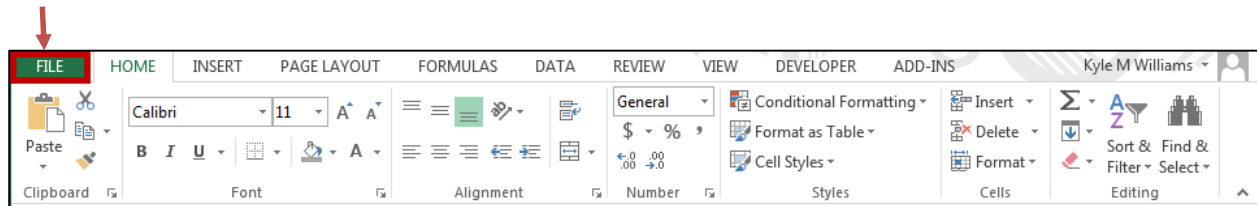
1. Click the **File** tab (see Figure 1*)*.

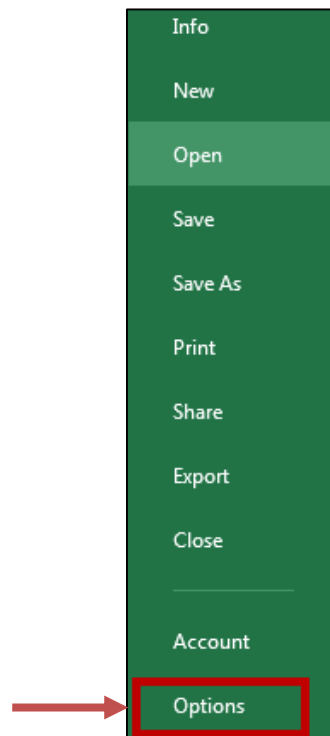2. The *Backstage view* will appear. Click the **Options** button (see Figure 2).

Figure 2 - Options tab