



University Information  
Technology Services

# Microsoft Office Excel 2016 for Windows

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## Accessibility

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: Excel 2016 for Windows Accessibility

### Contents

Introduction .....	5
Learning Objectives.....	5
Tools.....	6
AutoCorrect.....	6
Comments.....	10
Spell Check .....	11
Thesaurus.....	12
Templates .....	14
Using the Keyboard to Work with Ribbon Programs.....	19
Controlling the Visual Appearance of your Spreadsheet .....	20
Paint Bucket Tool .....	20
Fonts .....	20
Font Color .....	21
Cell Spacing.....	21
Zoom .....	22
Zoom to Selection .....	22
Best Practices .....	23
Page Layout.....	23
Alternate Text (alt text) .....	24
Font Size and Color Schemes .....	26
Spreadsheet Structure .....	27
Headings .....	27
Hyperlinks .....	27
Graphs and Charts .....	29
Sorting.....	30

Worksheets .....	31
Accessibility Checker .....	32
Additional Help .....	33

## Introduction

This document has been developed to provide you with information about accessibility in *Microsoft Office Excel 2016*. 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

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