EXCEL ACCESSIBILITY CHECK LIST

General

Has all content such as charts, headers, or tables been created using the built-in features instead of creating it manually?	☐ Yes ☐ No
Is the file free of any flashing or fast-moving objects?	☐ Yes ☐ No
Is the file free of forms or form fields?	☐ Yes ☐ No
Is the file free of any watermarks and backgrounds?	☐ Yes ☐ No
If the file cannot be made accessible, has an alternate accessible version that is equivalent and up to date been provided?	☐ Yes ☐ No

File Formatting

Is the file name descriptive and identify the workbook or its purpose?	☐ Yes ☐ No
Is the file name free of spaces or special characters? Underscores are ok.	☐ Yes ☐ No
Is the file name 30 characters or less?	☐ Yes ☐ No
Is the file saved as .XLSX format?	☐ Yes ☐ No
Are the Title, Subject and Author document properties filled in?	☐ Yes ☐ No
Has file protection been turned off or has the password been made available to people using assistive technology?	☐ Yes ☐ No

Workbook Structure

Do all worksheets have a descriptive name?	☐ Yes ☐ No
Is the workbook free of all empty worksheets?	☐ Yes ☐ No
Do all worksheet's content start in cell A1?	☐ Yes ☐ No
Are all worksheets free of content that spans over multiple rows or columns?	☐ Yes ☐ No
Are heading Cell Styles used to format titles?	☐ Yes ☐ No
Are all worksheets free of merged cells?	☐ Yes ☐ No
Do all worksheets have a visual and/or logical reading order, left to right then top to bottom?	☐ Yes ☐ No
Can all worksheets be navigated using the arrow keys, and does it match the visual/logical reading order?	☐ Yes ☐ No

Color

Are other ways of emphasizing the text such as bold, italic or underline used when using color to emphasize text?	☐ Yes ☐ No
Are labels used when colors convey meaning such as the status of a task?	☐ Yes ☐ No
Is sufficient contrast between the foreground and background provided when using color?	☐ Yes ☐ No

Text Formatting

Does all text have sans serif fonts applied?	☐ Yes ☐ No
Is the file free of any serif, script, or decorative fonts?	☐ Yes ☐ No
Is the number of different font typefaces used limited to 1 or 2 fonts?	☐ Yes ☐ No
Do all font typeface(s) used have characters that are clearly distinguishable?	☐ Yes ☐ No
Does all text have a minimum of 12 pt. font size for the body of the content and a minimum of 14 pt. for titles?	☐ Yes ☐ No
Are heading cell styles applied in the workbook?	☐ Yes ☐ No

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Headers/Footers and Page Numbers		
Are all Headers/Footers or Page Numbers created using the built-in features?	☐ Yes	☐ No
Is all vital information in the Headers/Footers duplicated on cell A1?	☐ Yes	☐ No

Links		
Are all web addresses (URLs) or email addresses clickable links?	☐ Yes	☐ No
Do all links have meaningful names as the text to display?	☐ Yes	☐ No
Do all links have a ScreenTip that identifies the purpose?	☐ Yes	☐ No
Do all links display the full URL in files intended for print?	☐ Yes	☐ No

Tables		
Is the workbook free of any pictures of tables?	☐ Yes	☐ No
Are all tables formatted using the built-in feature?	☐ Yes	☐ No
Do all tables have a simple column and row layout?	☐ Yes	☐ No
Do all tables have a simple left-to-right, top-to-bottom reading order?	☐ Yes	☐ No
Do all tables have column headings that indicate what type of information is in each row underneath?	☐ Yes	☐ No
Do all tables have only one heading row?	☐ Yes	☐ No
Are all table headings formatted differently to make the header row look distinct?	☐ Yes	☐ No
Are all table headings formatted to repeat?	☐ Yes	☐ No
Do all tables use colors that provide sufficient contrast between the foreground and background colors?	☐ Yes	☐ No
Do all long or complex tables have alternative text?	☐ Yes	☐ No

Graphical Elements		
Graphical objects include pictures, logos, images, screenshots, shapes, icons, ink objects, SmartArt, charts or embedded objects		
Do all graphical objects have alternative text which describes the meaning or purpose of the object?	☐ Yes	☐ No
Are all graphical objects that do not provide any valuable information marked as decorative?	☐ Yes	☐ No