

Missouri Southern State University

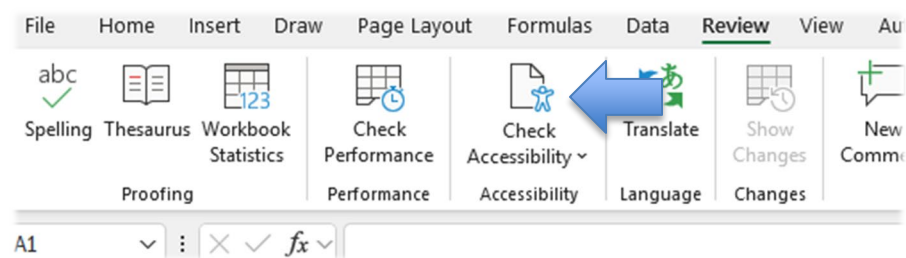
Microsoft Accessibility Checker – Excel

Purpose

Accessibility in Excel ensures all individuals can interpret data clearly. The Accessibility Checker helps identify barriers in spreadsheets.

What is the Accessibility Checker in Excel?

A built-in tool that scans spreadsheets for accessibility issues and provides guidance for fixing them.



What It Checks For

- Missing header rows in tables
- Blank cells or unclear data labels
- Poor color contrast
- Merged cells that disrupt navigation
- Missing alt text for charts and images

How to Use It

1. Open your Excel file
2. Click the Review tab
3. Select Check Accessibility
4. Review results in the panel
5. Apply suggested fixes

Types of Issues

Errors – major barriers to access

Warnings – may cause confusion

Tips – improve usability

MSSU Best Practices for Excel

Use clear column headers, avoid merged cells, label all data clearly, add alt text to visuals, and maintain high contrast.

Why It Matters

Supports screen readers, improves data clarity, promotes inclusion, and aligns with MSSU expectations.

Reminder

Accessible data is understandable data for everyone.