

# Missouri Southern State University

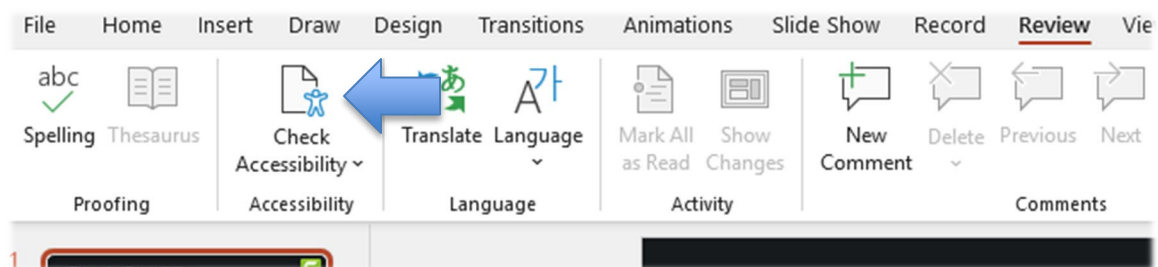
## Microsoft Accessibility Checker – PowerPoint

### Purpose

Accessibility in PowerPoint ensures all individuals can understand and engage with presentations. The Accessibility Checker helps identify barriers in slides.

### What is the Accessibility Checker in PowerPoint?

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



### What It Checks For

- Missing alt text for images
- Poor color contrast
- Missing slide titles
- Incorrect reading order
- Use of unclear or cluttered layouts

### How to Use It

1. Open your PowerPoint
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

Warnings – may impact access

Tips – improvements

## **MSSU Best Practices for PowerPoint**

Use slide titles on every slide, keep layouts simple, ensure high contrast, add alt text to visuals, and organize content logically.

### **Why It Matters**

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

### **Reminder**

Accessible presentations help everyone present and learn more effectively.