

Making Accessible Tables and Charts in Excel!

Microsoft has created several easy-to-follow tutorials to assist with creating accessible content, including graphs and charts in Excel.

Some general tips include:

- Use white space
- Use strong colour contrasts
- Effectively name and label worksheets, headings, titles, data, tables, and charts
- Use 12 pt font where possible
- Add “alt” tags to charts and other images
- Don’t merge or split cells as this will trip up screen readers
- Make documents available in electronic format so people can use screen readers or enlarge documents on their own devices

Here are three tutorials from Microsoft to get you started on making more accessible tables and charts.

1. Start with an Accessible Template:

To help save time and to make it easier, you could start by selecting a pre-built accessible template. These templates contain built-in instructions and assists with colour contrast and font size.

<https://support.microsoft.com/en-us/office/video-create-more-accessible-tables-in-excel-86e50f77-0f15-4537-ab1d-62d0e4cd5645>

2. Accessible Tables

Naming and formatting your tables meaningfully will help readers understand the content better. This also assists screen readers to better interface with data.

<https://support.microsoft.com/en-us/office/video-start-with-an-accessible-excel-template-918db751-1585-41c5-9ddf-5d7a0915afaf>

3. Accessible Charts

Like tables, charts help make complex data easier to understand and to be read by accessibility software.

<https://support.microsoft.com/en-us/office/video-create-more-accessible-charts-in-excel-19e81ce7-88af-4a3f-a4ef-a26c344527b3>

Other Accessible Content Tips:

The Office of Human Rights, Equity and Accessibility (OHREA), along with members of the various accessibility committees created Accessible Content reference cards

(<https://www.uwindsor.ca/ohrea/99/webaim-accessibility-tutorials>) . These cards provide quick tips on

how to make your digital content more accessible. Whether or not a person has a disability, following accessible guidelines makes content easier to access, read and understand. It's better for everyone!