Microsoft Office Accessibility Checker

Microsoft Office Accessibility Checker Overview

The Microsoft Office Accessibility Checker provides an accessibility check of Word, PowerPoint, and Excel content. The location of the checker and the features are consistent whether you are checking Word, PowerPoint, or Excel content. The tool locates and flags some but not all accessibility errors and warnings and makes how-to-fix recommendations for some accessibility issues.

Step by Step Instructions

To use the Microsoft Office Accessibility Checker:

1. Open the document, presentation, or workbook.
2. The process in Step 2 applies to Word, PowerPoint, or Excel 2019, Office 365, or Word for Mac. From the Review tab, select Check Accessibility.
3. If you do not see the Check Accessibility option and are using an older version of Office for Windows, select the File tab on the far left of the ribbon, and select the Inspect Presentation/Check for Issues drop down menu.
4. Select **Check Accessibility**.
5. Review the **Inspection Results** pane **Errors** and **Warnings**.

6. Selecting an item in the **Inspection Results** will display the item in the document.
7. Review the Why Fix and How to Fix recommendations for each accessibility issue.
8. You will need to manually inspect for alternative text accuracy, heading structure, formatted lists, color contrast, descriptive link text, logical reading order and
Manually Inspect Office Documents

The Office accessibility checker does not check all of the accessibility issues that may exist in your document. Microsoft provides these words of wisdom,

“…it's important to always review your work visually to find the issues hiding from the Accessibility Checker.”

Issues that must be manually inspected are:

- P1 Alternative text accuracy – navigate to alt text (right click on image) and inspect
- P2 Complex images description – include a summary in the alt text and equivalent meaning in text adjacent to the image
- P3 Captions for embedded videos – inspect captions for correct spelling, punctuation, sentence structure, and accuracy
- P5 Use of nested headings – look for sections headings and place cursor in the content to check for formatted heading styles
- P7 Formatted lists – place cursor in list and look for list format
- P10 Strong color contrast – inspect and test contrast of foreground and background colors using a color contrast checker
- P11 Support use of color with secondary methods – use secondary methods such as text, categories, or a code to distinguish content identified by color
- O1 Page title - inspect the document properties for an accurate title
- O2 Descriptive links – inspect link text for function and destination
- O3 Use of transitions in PowerPoint slides – inspect and delete automatic transitions
- U2 Reading order of documents, tables, and slides – Listen to the document read aloud, tab through the table, and inspect the selection pane of slides for logical reading order

Additional Information and Support

The Microsoft Office video, Check Document Accessibility in Word, provides additional information about the benefits and use of the Accessibility Checker.

Contact Ann Newland, EdS CPACC, Accessibility Specialist, for additional information and support. newland_ann@columbusstate.edu.