



University Information  
Technology Services

# **ACCESSIBILITY FEATURES IN MICROSOFT POWERPOINT 2010**

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## **Introduction**

This document has been developed to provide you with information about accessibility and Microsoft PowerPoint 2010. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your slides. Additionally, *best practices* and *document structure* are also covered to help you when developing a presentation.

## **Learning Objectives**

The following learning objectives for accessibility will be covered in this document:

- Tools available for accessibility in PowerPoint 2010.
- How to use the keyboard to work with ribbon programs.
- How to control the visual appearance of the slides.
- Best practices when creating a presentation.
- How to effectively structure the slides.
- Making information available on the Internet.
- How to use the accessibility checker.
- How to obtain additional assistance.

## Tools

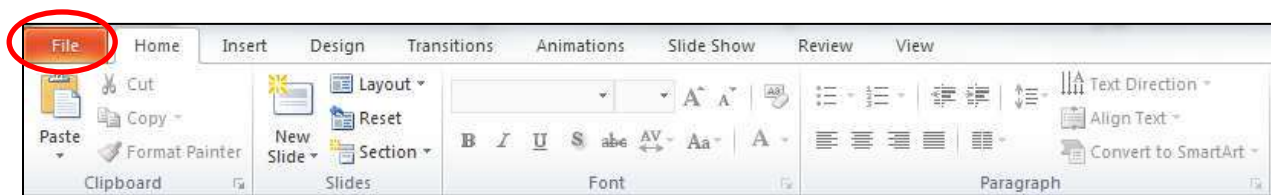
The following explains how various tools can be used effectively for accessibility with Microsoft PowerPoint 2010.

### AutoCorrect

The AutoCorrect feature in PowerPoint 2010 is a list of words that are frequently misspelled and mistyped. This feature corrects these words when a person enters them into a document. The words can be added and deleted from the list. This is a great tool for accessibility.

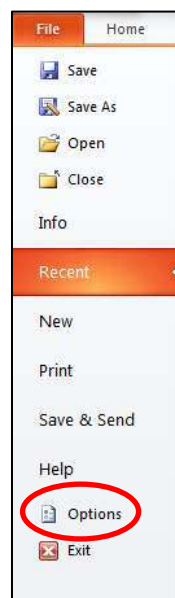
This tool can also be used for abbreviation expansion. For example, suppose that you frequently type *Atlanta, Georgia*, but would like to enter an abbreviation into AutoCorrect so that fewer keystrokes are required for entry. The following explains how to use the AutoCorrect tool for abbreviation expansion:

1. Click the *File* tab (see *Figure 1*).



*Figure 1* – File tab

2. Click the *Options* button (see *Figure 2*).



*Figure 2* – Options button

3. Click the *Proofing* button (see *Figure 3*).

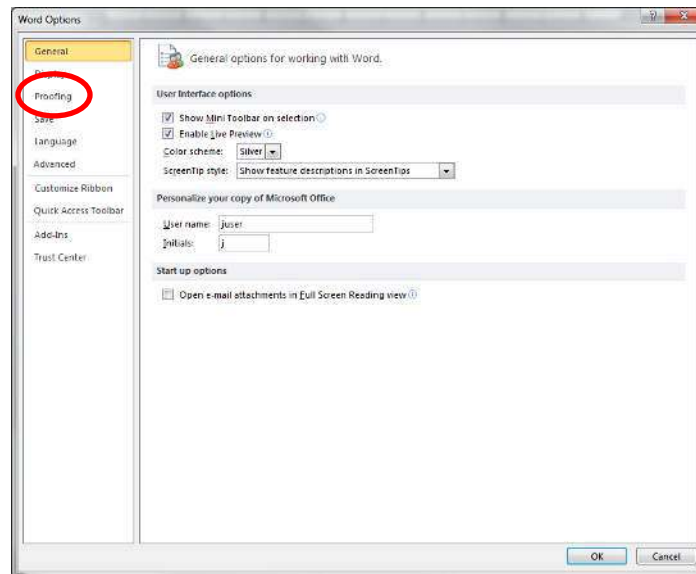


Figure 3 – Proofing

4. Click the *AutoCorrect Options* button (see *Figure 4*).

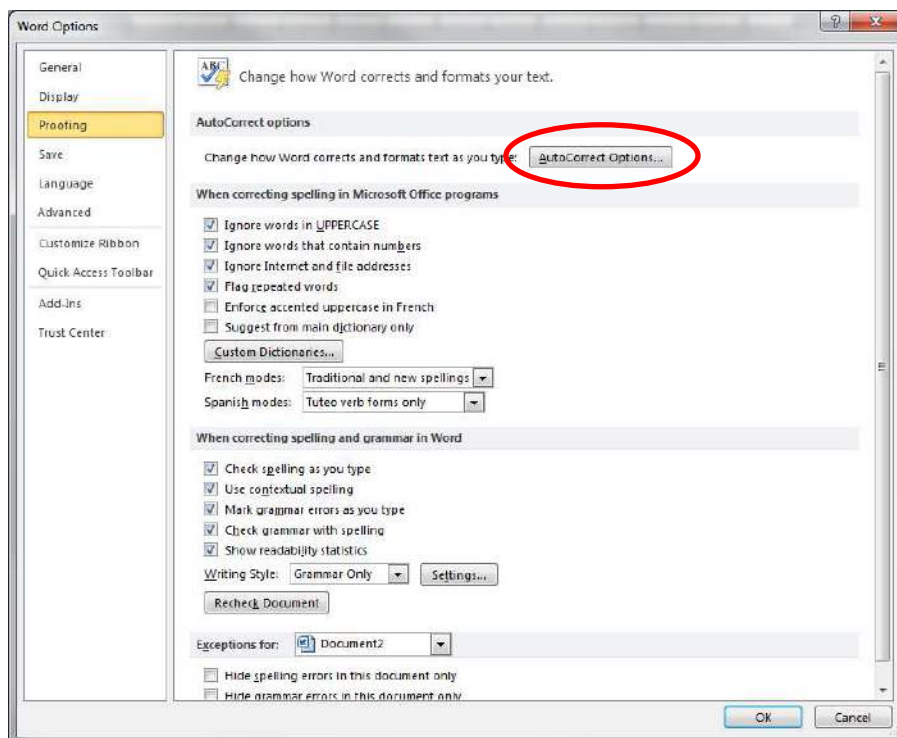


Figure 4 – AutoCorrect Options button

5. In the *Replace* box (see Figure 5), enter an abbreviation for *Atlanta, Georgia*. For example, you could enter *xAGA* (the *x* stands for expand).

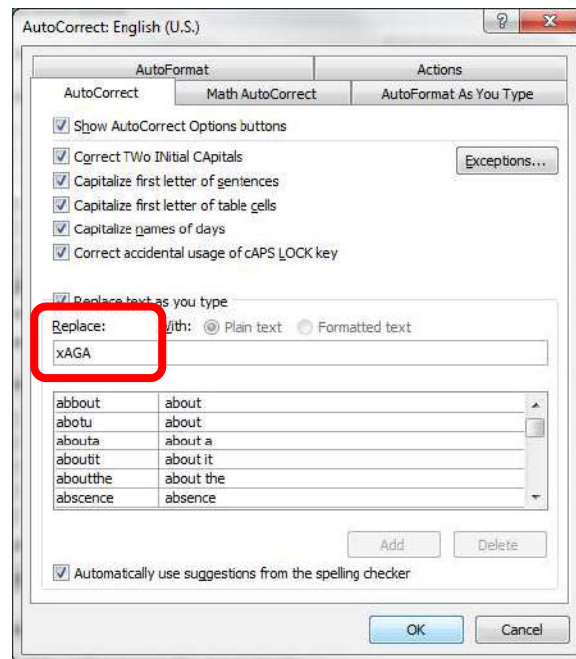


Figure 5 – Replace Box

6. In the *With* box, enter *Atlanta, Georgia* (see Figure 6).

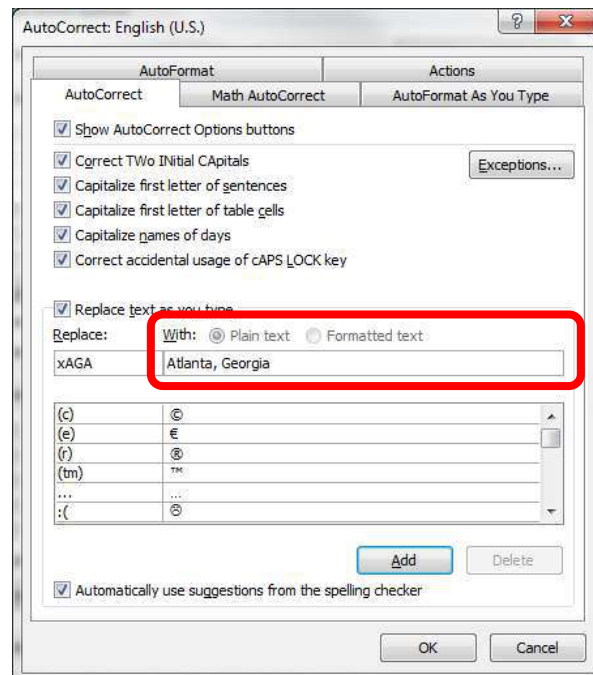


Figure 6 – With Box

7. Click the *Add* button (see *Figure 7*).

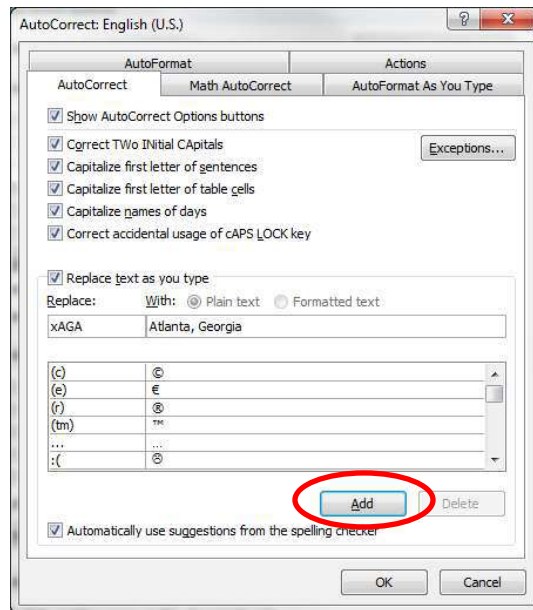


Figure 7 – Add Button

8. Click the *OK* button (see *Figure 8*).

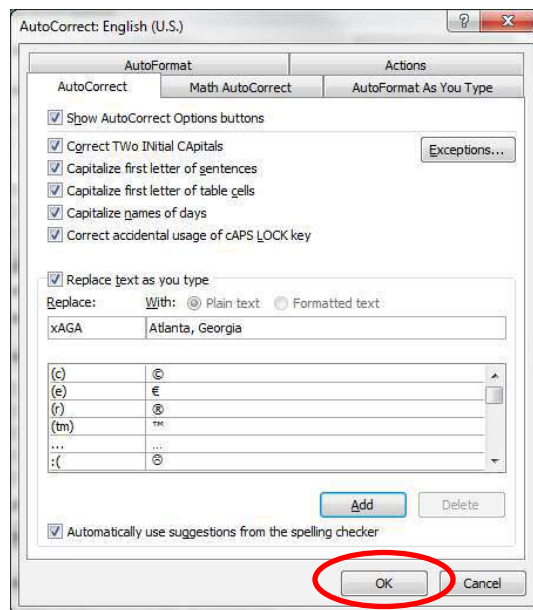


Figure 8 – Autocorrect

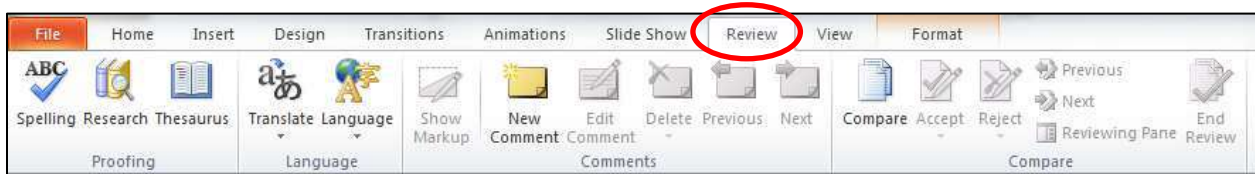
When **xAGA** is typed into PowerPoint 2010, the words **Atlanta, Georgia**, will appear on the screen. This abbreviation expansion could also be used for phrases, sentences, and paragraphs.



## Comments

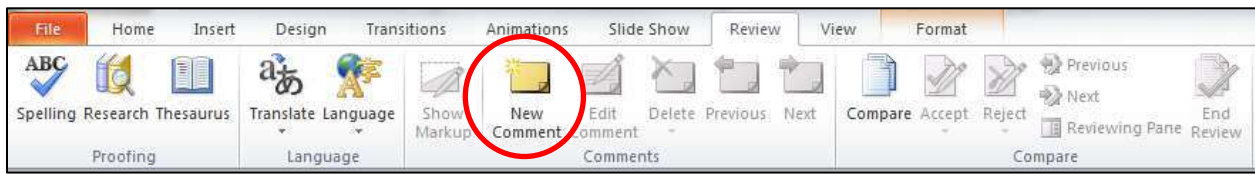
Comments are another tool that can be used for accessibility. Comments can be inserted in a slide to help improve the contents. The following instructions explain how to insert a comment.

1. Place your cursor on the slide where the comment will be inserted.
2. Click the *Review* tab (see *Figure 9*).



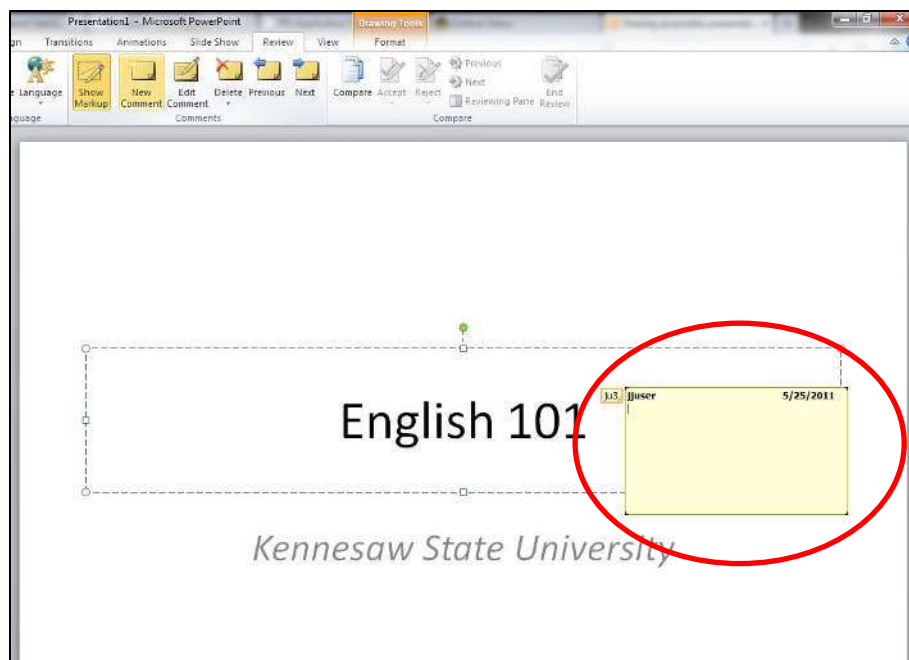
*Figure 9 – Review Tab*

3. Then, click *New Comment* (see *Figure 10*).



*Figure 10 – New Comment Button*

4. Enter a comment in the bubble that appears (see *Figure 11*).



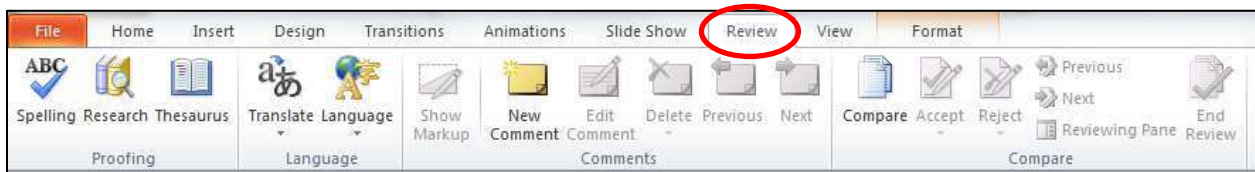
*Figure 11 – Comment Bubble*

To remove a comment, allow your mouse pointer to hover over the comment bubble and right-click. Then, select *Delete Comment*.

## Spelling

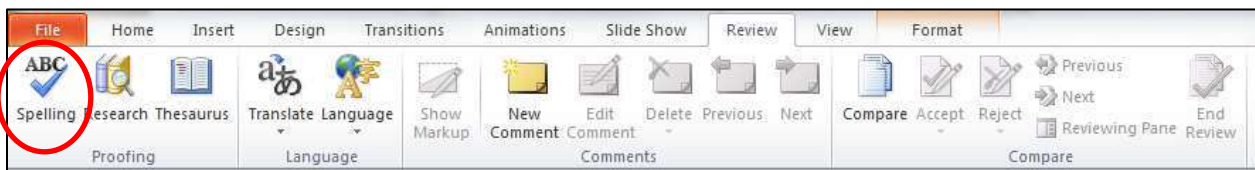
The spelling feature in PowerPoint 2010 provides you with many options to strengthen your presentation. To start the spelling feature, follow the steps below.

1. Place the cursor on the target word and then click the *Review* tab (see *Figure 12*).



*Figure 12 – Review Tab*

2. Click the *Spelling* button (see *Figure 13*).



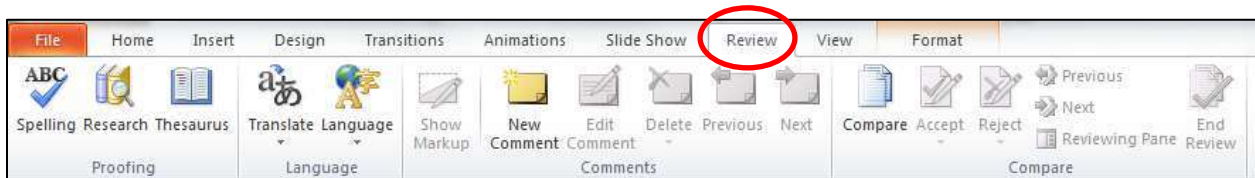
*Figure 13 – Spelling*

3. The Spelling feature will start and give you the option to accept or reject the suggestions offered.

## Thesaurus

The thesaurus is a great tool to improve the vocabulary of your documents. To display the thesaurus, follow the instructions listed below.

1. Click to place the cursor on the target word.
2. Click the *Review* tab (see *Figure 14*).



*Figure 14 – Review Tab*

3. In the *Proofing* area, click *Thesaurus* (see *Figure 15*).

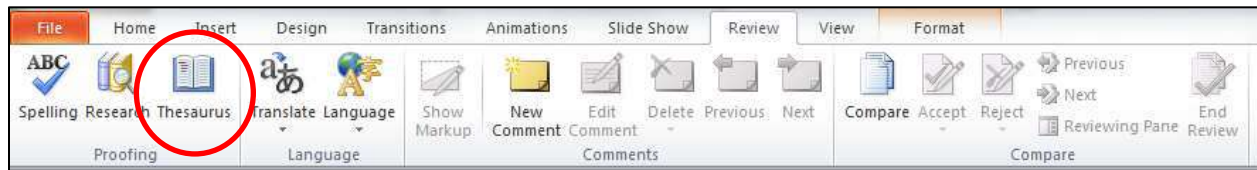


Figure 15 – Thesaurus

4. A window will appear on the screen showing other potential words that could be used in the place of the selected word (see *Figure 16*).

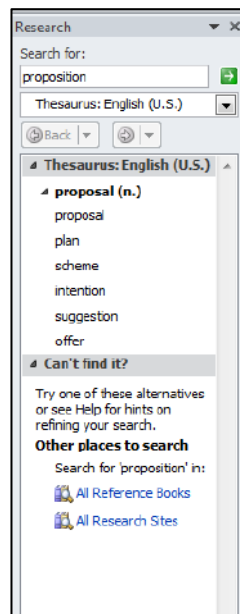


Figure 16 – Thesaurus

## Dictionary

The dictionary can be used to improve spelling and to check for appropriate word choices within your presentation. To display the dictionary, follow the instructions below.

1. From the *Review* tab, click *Research* (see *Figure 17*).

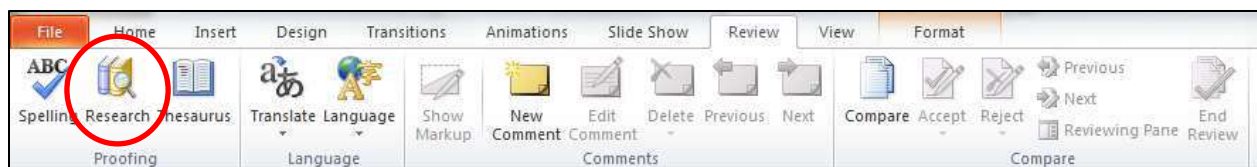
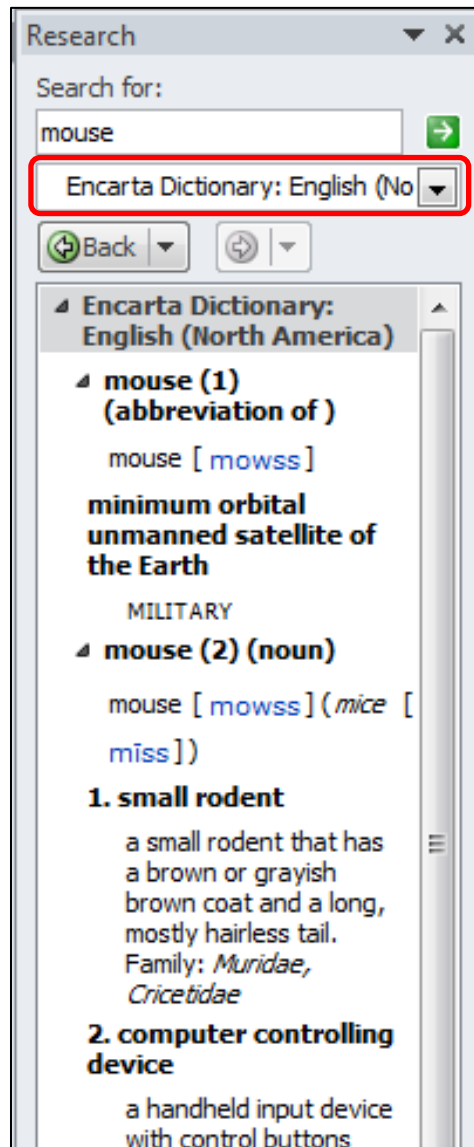


Figure 17– Research

2. The *Research* window (see *Figure 18*) will appear on your screen. In this window, you will see the word that you are searching for in the document. Just below the target word, you will see an option box. Click the down-arrow in this option box and select *Encarta Dictionary*.



*Figure 18* – Dictionary

## Templates

The template feature is another great tool for accessibility. Templates allow the user to have slides available that have been customized with items such as name, date, etc. The background color, font style, font color, text size, etc. can be customized for the user as well. To create a template, follow the instructions below.

1. Open PowerPoint.
2. Enter any necessary text in the slides as desired.
3. Apply settings to the slides, such as background color, text size, etc.
4. Click the *File* tab (see *Figure 19*).

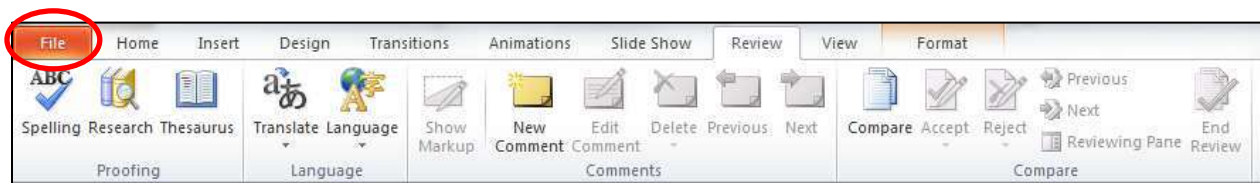


Figure 19 – File Tab

5. Click *Save As* (see *Figure 20*).

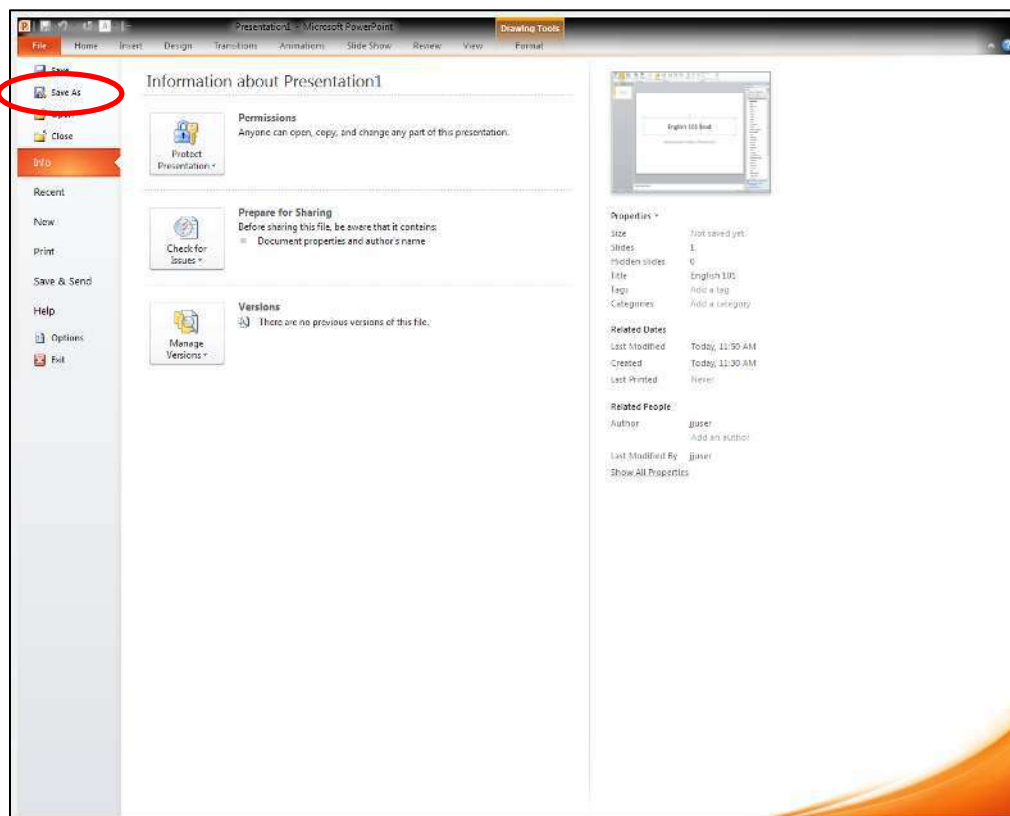


Figure 20 – Save As

6. In the *Save As* dialogue box, enter the filename. Then, for *Save as type*, select *PowerPoint Template* (see *Figure 21*).

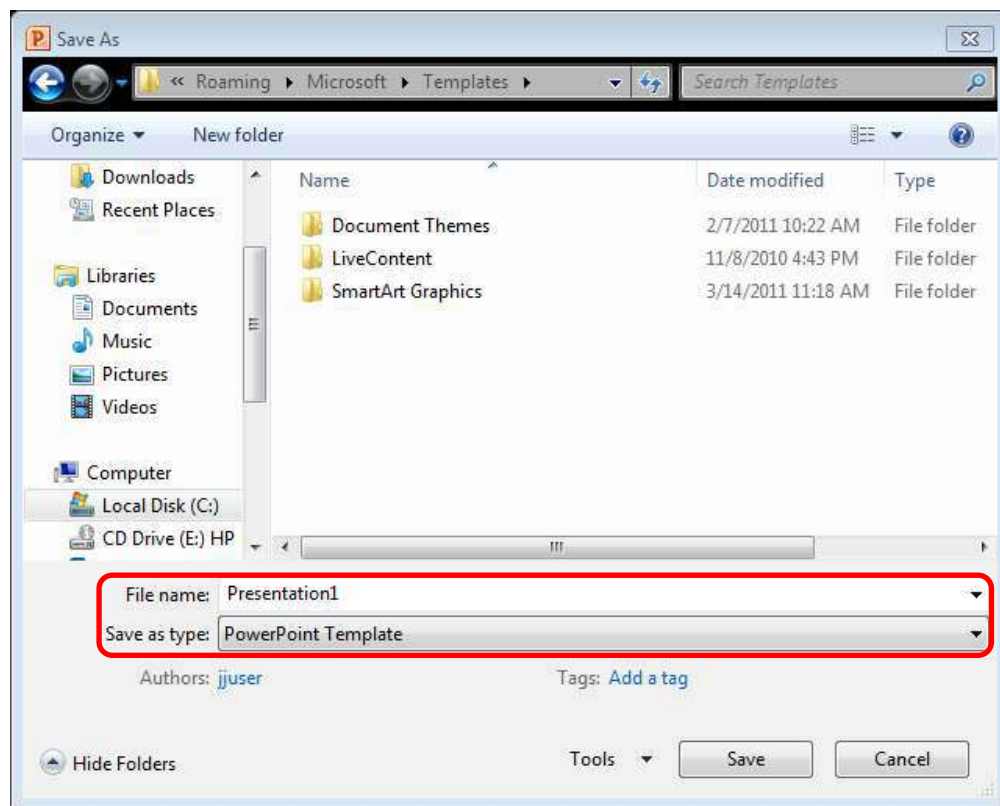


Figure 21 – Save As Window

7. Click the *Save* button.

## Using the Keyboard to Work with Ribbon Programs

Some users may prefer using the keyboard as they work with Microsoft PowerPoint. *Access Keys* allow you to control each button on the ribbon with the keyboard. The following instructions explain how to use *Access Keys*.

1. Press and release the *Alt* key.
2. You will see letters and numbers appear next to the buttons on the ribbon (see *Figure 22*).

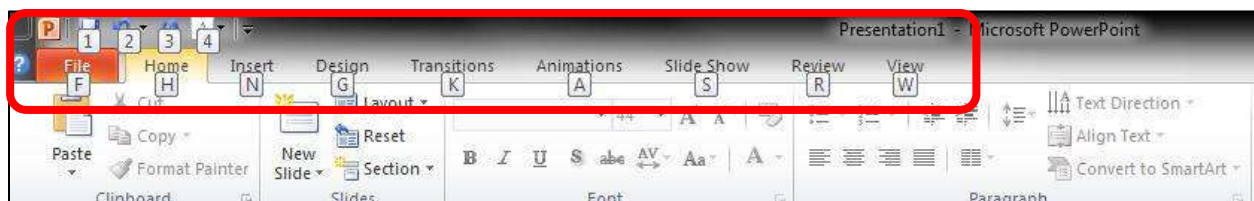


Figure 22 – Access Keys

3. Press the number or letters of your choice. If you select a letter for one of the tabs on the ribbon, the tab will become selected and you will see a letter or number for each command on the selected tab.
4. Continue to press letters or numbers until you accomplish your goal. If a window opens, use the tab key to move the cursor throughout the window. The space bar will allow you to place a check-mark in the check boxes that are available.

## Controlling the Visual Appearance of your Slides

PowerPoint 2010 has many features available to control the visual appearance of your slides, which can help with accessibility.

### Fonts

You can determine what font you want included within your slide as well as the size of the font. The active font and the size may be changed on the *Home* tab in the *Font* category (see *Figure 23*).



Figure 23 – Fonts

Sans serif fonts are considered easiest to read on a slide. The following are examples of sans serif fonts: *Arial*, *Avant Garde*, *Geneva*, *Helvetica*, and *Tahoma*. Serif fonts are great for printed documents, but should not be used for slides. Examples of serif fonts include the following: *Times New Roman*, *New Century Schoolbook*, *Palatino*, and *Courier*.

Fonts that are bold make the words appear larger. The bold button is found on the *Home* tab in the *Font* category. Be sure the fonts are large enough to be seen by the audience.

### Font Color

This tool gives you the ability to change the color of your text. You will find this tool on the *Home* tab in the *Font* category (see *Figure 24*).

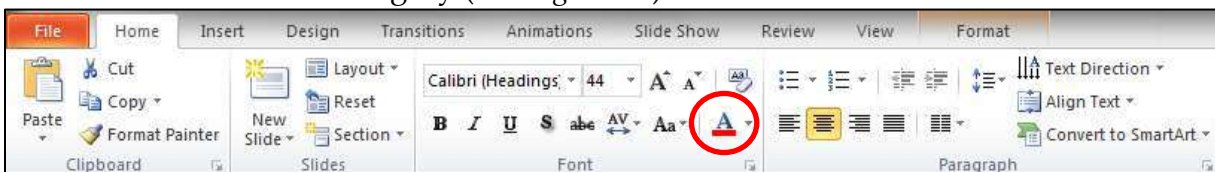


Figure 24 – Font Color

## Line Spacing

Line spacing will increase/decrease the amount of space between lines. This tool is located on the *Home* tab in the *Paragraph* category. The following instructions explain how to adjust line spacing.

1. Click the arrow to show the *Paragraph* dialogue box (see *Figure 25*).

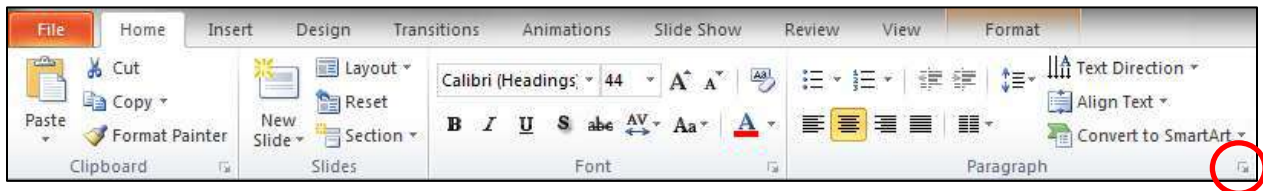


Figure 25 – Paragraph Arrow

2. You will find the *Line Spacing* control on the *Paragraph* dialogue box (see *Figure 26*).

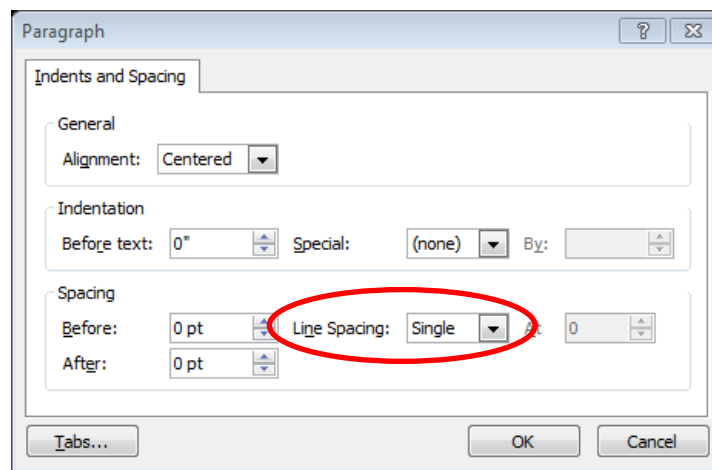


Figure 26 – Paragraph Dialogue Box

## Increasing Spaces Between Words

Once text is typed for a presentation, it can sometimes make the presentation more accessible to increase the spaces between words. The *Replace* feature in PowerPoint 2010 gives you the ability to increase the spaces between words. To increase the spaces between words, follow the steps below.

1. Click the *Home* tab. In the *Editing* group, click *Replace* (see *Figure 27*).

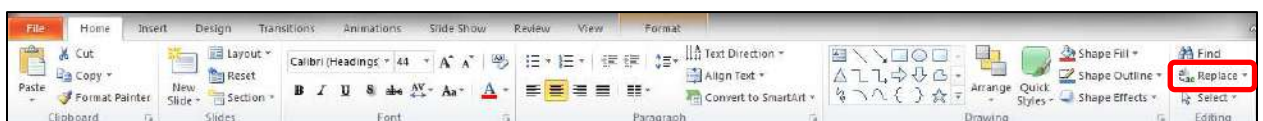


Figure 27 – Replace



2. In the *Find what* box, press the space bar once (see *Figure 28*).
3. In the *Replace with* box, press the space bar to equal the number of spaces that you want to insert between each word (see *Figure 28*).



Figure 28 – Find and Replace

4. Click the *Replace All* button.

## Zoom

The zoom tool magnifies the slide on the screen. However, this will not change the appearance of the slide when it is presented to a group or printed. The tool can be found on the *View* tab in the *Zoom* category (see *Figure 29*).

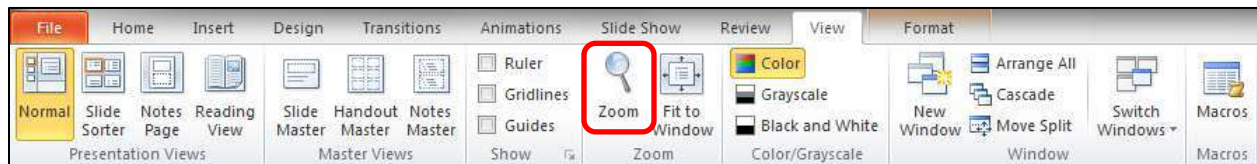


Figure 29 – Zoom

To return to the normal view, click the *Fit to Window* button (see *Figure 30*).

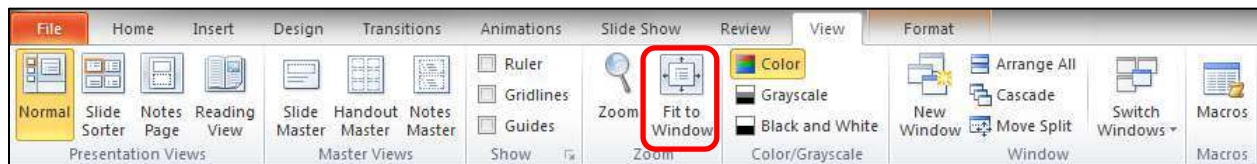


Figure 30 – Fit to Window

## Best Practices

The following should always be considered when developing slides to make the presentation accessible to everyone.

### Headings

Use titles for each slide that are unique and will help the audience comprehend the main concept for each individual slide.

### Readability

When presenting to a group, it is important to make certain that the text on the slides can be easily understood by the people in the audience. Use basic words and sentences so that the following groups will comprehend the main concepts of the slides:

- People with learning disabilities
- People whose first language is not English
- People with hearing impairments

To avoid confusion, it is also important to avoid using an abbreviation; always spell words out on the slides. Additionally, to make certain that everyone understands the message of the slide, avoid using acronyms.

### Transitions

Consider using basic transitions during your presentation. Sometimes, complex transitions can be distracting to the audience.

### Page Layout

When developing a slide, make certain that it is not cluttered. To avoid a cluttered slide, allow for an adequate amount of white space between text, graphics, tables, etc. Also, use bullets and numbers whenever possible to improve readability.

### Alternate Text (alt text)

If you are going to make your file available to others, be certain to use *alt text* for your graphics so that those with visual impairments will be able to understand the purpose of the graphics on the slides. To add *alt text* to a graphic in PowerPoint, follow the instructions below.

1. Right-click the graphic.
2. Select *Format Picture*.

3. In the window that appears, click *Alt Text*.
4. Enter your title and description.
5. Click the *Close* button.

Remember the following when developing *alt text*.

- Use concise wording (do not exceed 100 characters).
- Avoid sentences and capitalize only the first letter.
- Avoid punctuation.
- Avoid bold or italicized formatting.

### **Font Size and Color Schemes**

Remember the following when developing slides so that they will be accessible.

- Make all font sizes large so that they can be read easily by the audience.
- Avoid using light or pale font colors with light backgrounds.
- Limit the use of the following font variations: *bold*, *italics*, and *capital letters*.

It may be best to use dark backgrounds for the slides. Light backgrounds increase the appearance of screen flicker. If the screen flicker becomes strong, it may set off seizures in some people.

When using dark backgrounds, be certain to use light text colors so that the words can be easily seen by the audience.

### **Video and Audio**

If video is going to be included on the slide, make sure that the video is captioned for those with hearing impairments.

If you have included audio with your presentation, be certain to have a transcript available to make the message accessible for everyone.

### **Screen Readers**

If people plan to use screen readers to view the PowerPoint presentation, it is important to remember the following when designing the slides.

1. If text boxes are used in the presentation, the screen reader will not be able to access the text in the text boxes.

2. Images, animations, and videos should have alternative text so that they will be accessible to screen readers.
3. Animations and slide transitions don't always work well with screen readers. Sometimes the screen reader that encounters these items on a slide will read the slide again.
4. It is important to note that screen readers will read the items on the slide in the order they were created. The screen reader does not read the items in the order that they appear on the slide.

## Other Considerations for Accessibility

The following accessibility items should be considered when developing a PowerPoint presentation.

1. If you have animations and slide transitions that require mouse clicks in the presentation, these items may be difficult for some users (example: people who are blind, people with physical impairments, etc.).
2. The use of automatic slide transitions may be difficult for slow readers because they may not have enough time to read the material on the slide.

## Slide Structure

The following explains how to better structure your document for accessibility.

### Slide Layouts

The layout of the slide is a very important aspect for accessibility. If you use the recommended layout templates that are included with the software, you can be certain that your slides will be accessible. The following explains how to access these templates.

1. From the *Home* tab, click the *New Slide* button (see *Figure 31*).

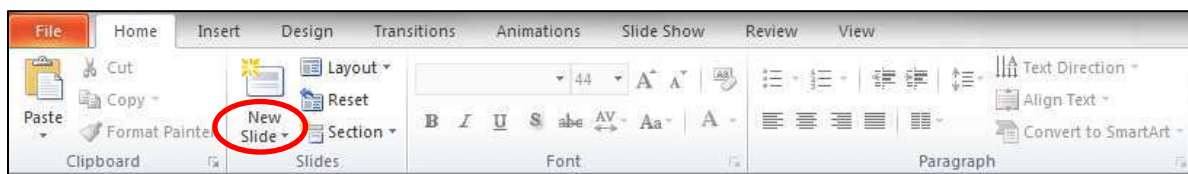
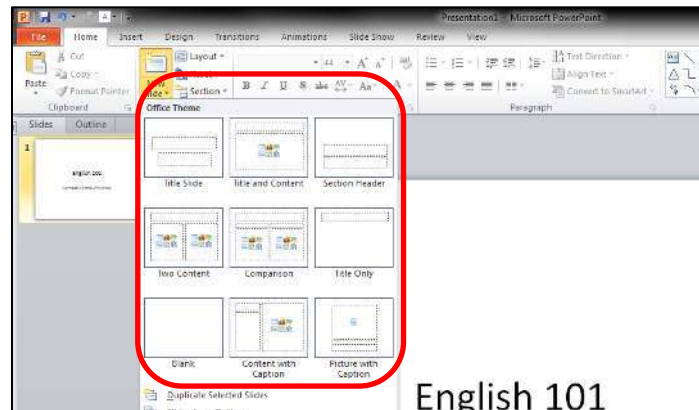


Figure 31 – New Slide

2. From the menu that appears, click to select the theme of your choice (see *Figure 32*).



*Figure 32* – Slide Themes

## Tables

The use of tables in slides helps to make large amounts of data easily understandable for everyone. The people in the audience can make sense of the data when the tables include effective headings. If you use a table in your presentation, be sure to thoroughly talk about the table with the audience to make certain that everyone understands the message you intend to convey.

If you are going to make your PowerPoint file available to others, it is important to know that screen reading software has difficulty reading the following characteristics.

- Tables that have rows with different heights.
- Tables that have a varying number of columns in the various rows.

Additionally, avoid creating tables with the tab key. Assistive Technologies have difficulty reading tables created in this manner.

## Charts

If you include charts in your presentation, make certain that different colors aren't the only way that an audience can grasp the concept of the chart. Be certain to include text/numbers with the chart as well to make it accessible for everyone. This is especially important for people with color blindness.

For example, if you have a pie chart, don't just use different colors to show the percentages. Actually include the numbers indicating the percentages on the chart for accessibility reasons.

## Hyperlinks

When inserting a hyperlink in a presentation, the hyperlink will be more effective if the user sees a descriptive title for the URL. For example, if you have a link to Kennesaw State University in your presentation, it would be more effective to use *Kennesaw State University* instead of non-descriptive text such as, *Click Here*.

In Microsoft PowerPoint, the *Hyperlink* button is found on the *Insert* tab in the *Links* category (see *Figure 33*).



Figure 33 – Hyperlink button

## Handouts

Your presentation may be more accessible if you make handouts of your notes available to your audience. The following explains how to print notes for the audience.

1. Click the *File* tab on the ribbon (see *Figure 34*).

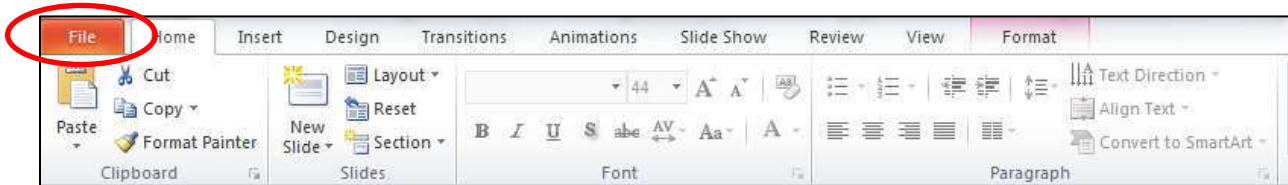


Figure 34 – File tab

2. Click the *Print* button (see *Figure 35*).

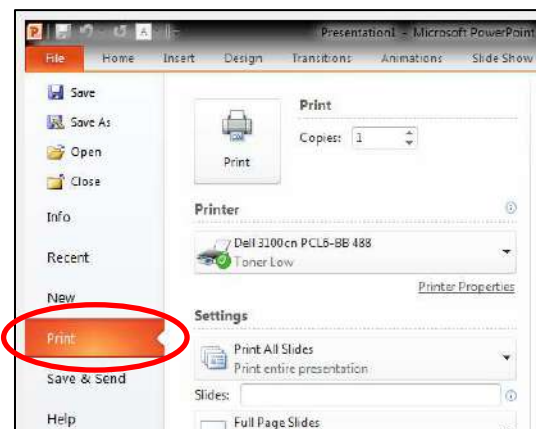


Figure 35 – Print button

3. Select the type of slides that you want to print (three slides per page, six slides per page, nine slides per page, etc.). *Figure 36* shows an example where three slides per page will be printed.

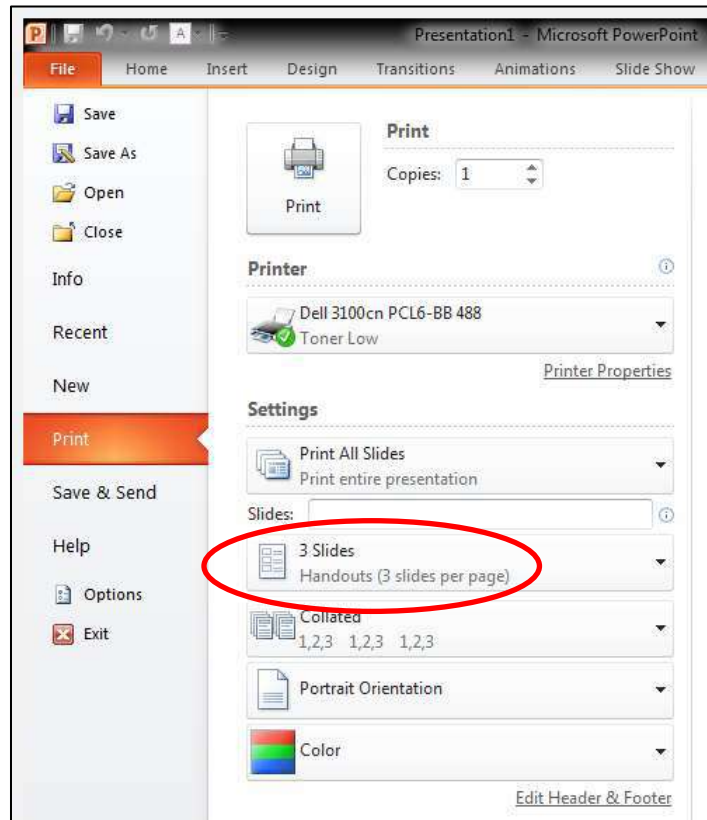


Figure 36 – Slides Per Page Option

4. Click the *Print* button (see *Figure 37*).

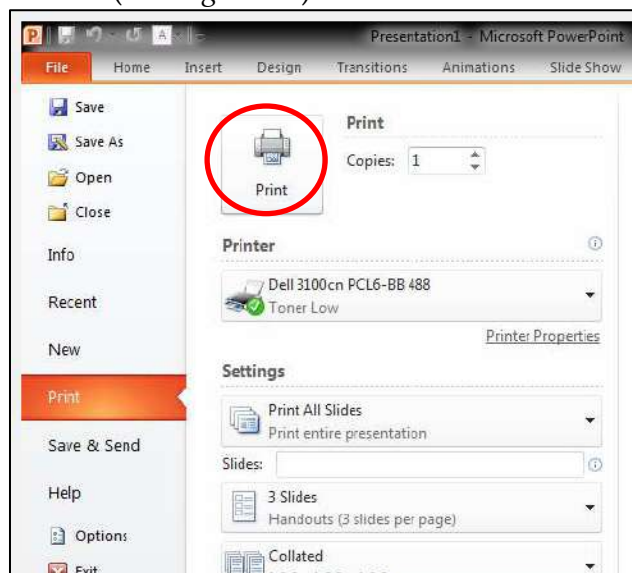


Figure 37 – Print Button

## Placing Information on the Internet

If you plan to place the slides on the Internet, the presentation may be more accessible to everyone if you convert it to a PDF. This is because some users may not have PowerPoint installed on their computer. However, most users have the ability to open a PDF document on their computer. Additionally, some screen readers don't work well with PowerPoint presentations.

If you convert the presentation to PDF, it is important to note that multimedia items such as audio, video, and animations will not be available.

The following explains how to convert the presentation to PDF.

1. Click the *File* tab (see *Figure 38*).

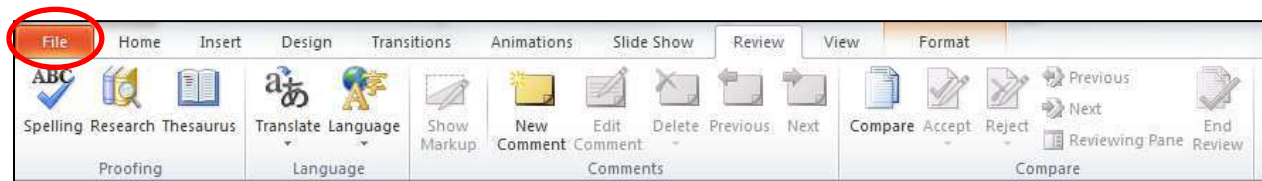


Figure 38 – File Tab

2. Click *Save As* (see *Figure 39*).

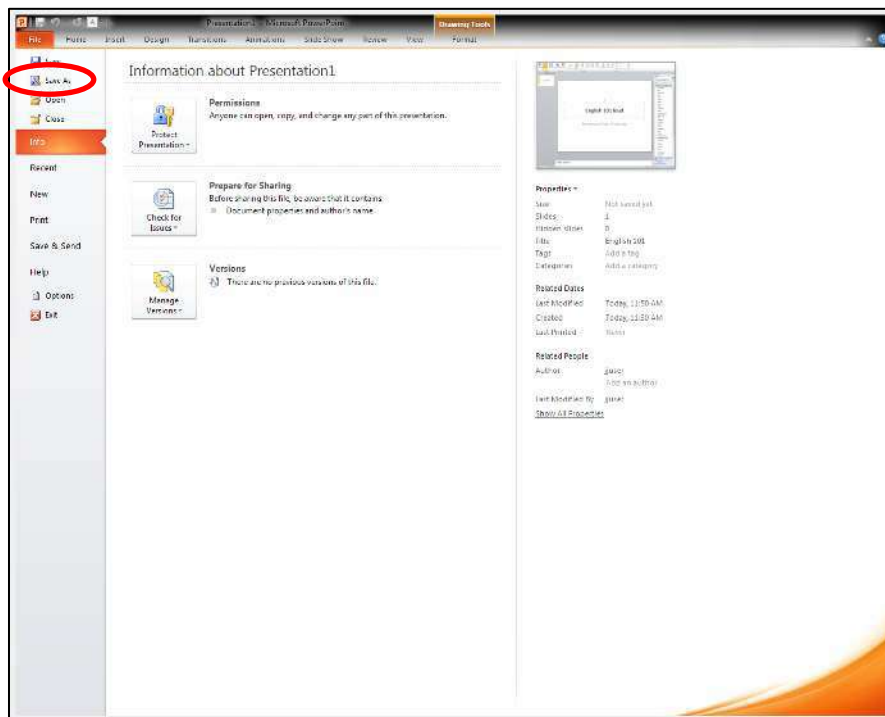


Figure 39 – Save As



3. In the *Save As* dialogue box, enter the filename. Then, for *Save as type*, select *PDF* (see *Figure 40*).

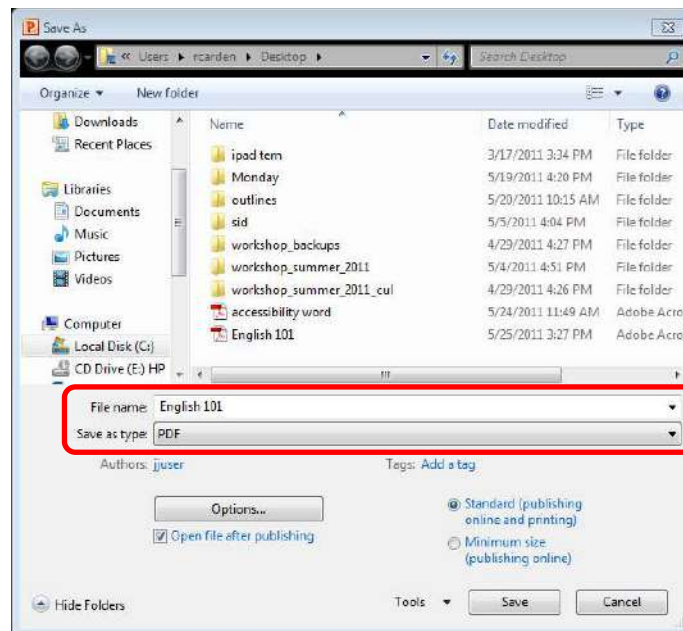


Figure 40 – Save As Window

4. Click the *Save* button.

## Accessibility Checker

The accessibility checker will scan your document to check for potential accessibility problems. The following explains how to use this tool.

1. Click the *File* tab. Then, click the *Check for Issues* button (see *Figure 41*).

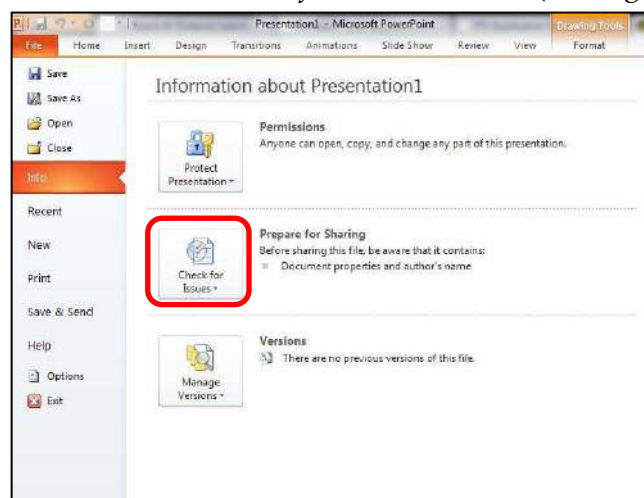


Figure 41 – Check for Issues

2. Then, select *Check Accessibility*.
3. A report will be created for you containing a list of possible accessibility issues within your presentation.

## Getting Help

If you need additional help, you may contact the KSU Service Desk by phone or email at the following:

FACULTY/STAFF: 470-578-6999 - [service@kennesaw.edu](mailto:service@kennesaw.edu)

STUDENTS: 470-578-3555 - [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)

### **UITS Outreach & Distance Learning Technologies Training**

**Team** *Email:* [uitstechout@kennesaw.edu](mailto:uitstechout@kennesaw.edu)

*Twitter:* <http://www.twitter.com/odlt>

*Website:* <http://uits.kennesaw.edu/techoutreach>