



University Information
Technology Services

Microsoft Office Excel 2013

Accessibility Document

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

This document has been developed to provide you with information about accessibility in Microsoft Office Excel 2013. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your spreadsheet. Additionally, *best practices* and *effective spreadsheet structure* are also covered to help you when using Excel.

Learning Objectives

The following learning objectives for accessibility will be covered in this document. After completing the instructions in this booklet, you will be able to:

- Utilize available accessibility tools
- Use the keyboard to work with ribbon programs
- Control the visual appearance of the spreadsheet
- Understand best practices for spreadsheet design
- Understand effective spreadsheet structure
- Use the accessibility checker
- Obtain help

Tools

The following explains how various tools can be used effectively for accessibility with Microsoft Office Excel 2013.

AutoCorrect

The AutoCorrect feature in Excel 2013 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).

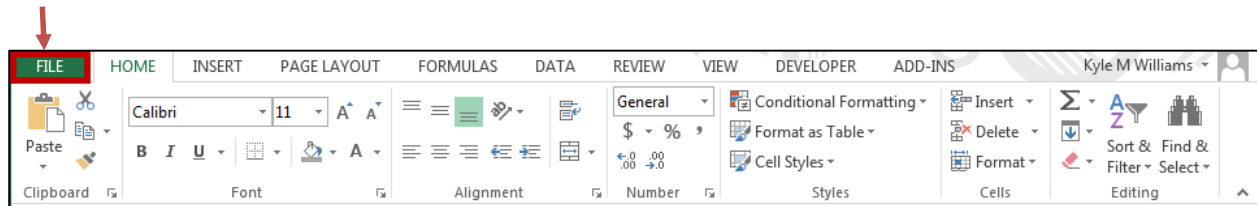


Figure 1 - File Tab

2. The *Backstage view* will appear. Click the **Options** button (see Figure 2).

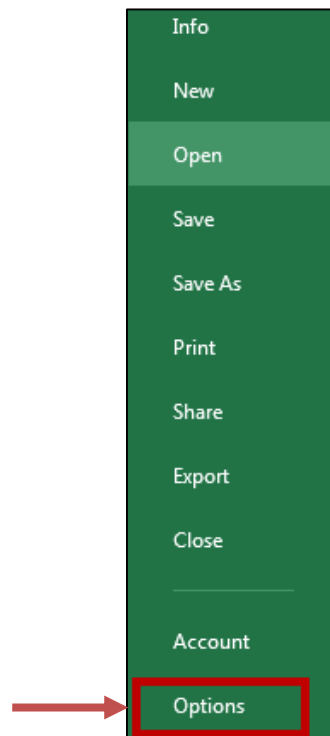


Figure 2 - Options tab

3. The *Excel Options* window will open. Click the **Proofing** button (see Figure 3).

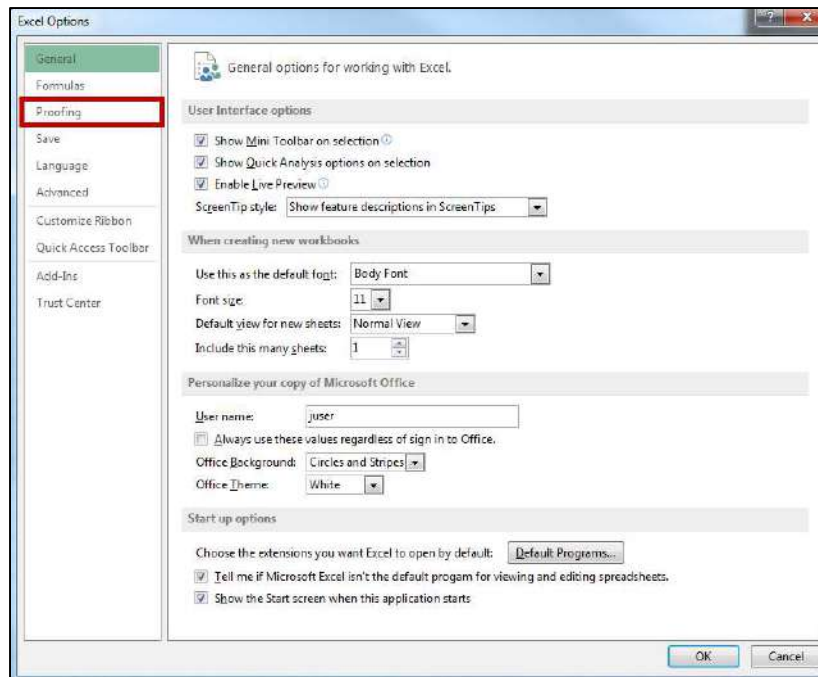


Figure 3 - Proofing

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

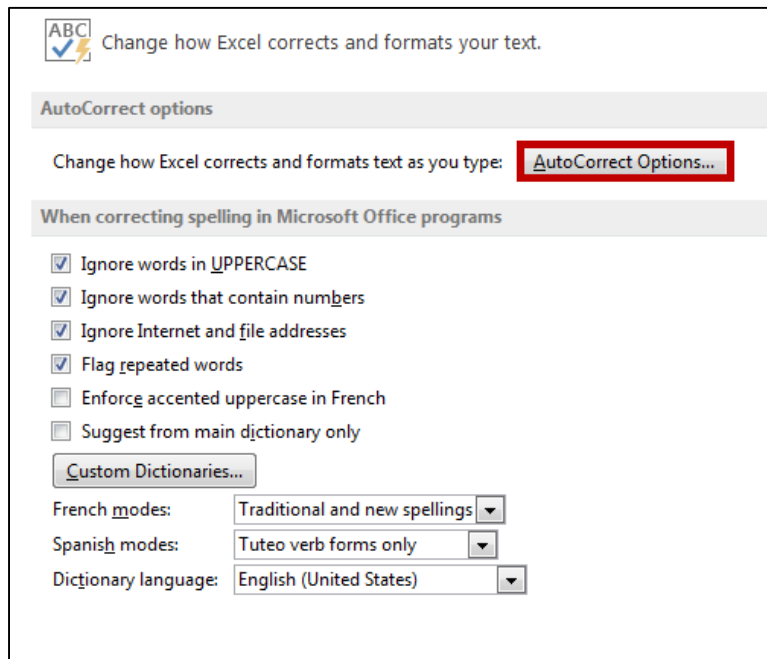


Figure 4 - AutoCorrect Options

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

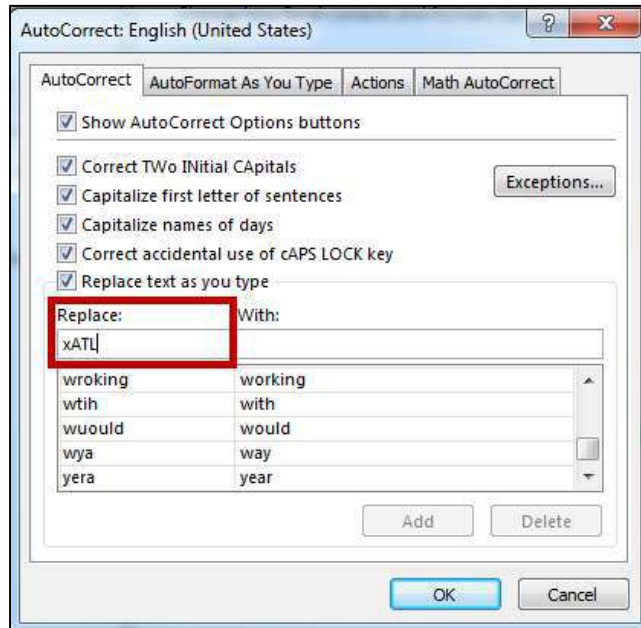


Figure 5 - Replace

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

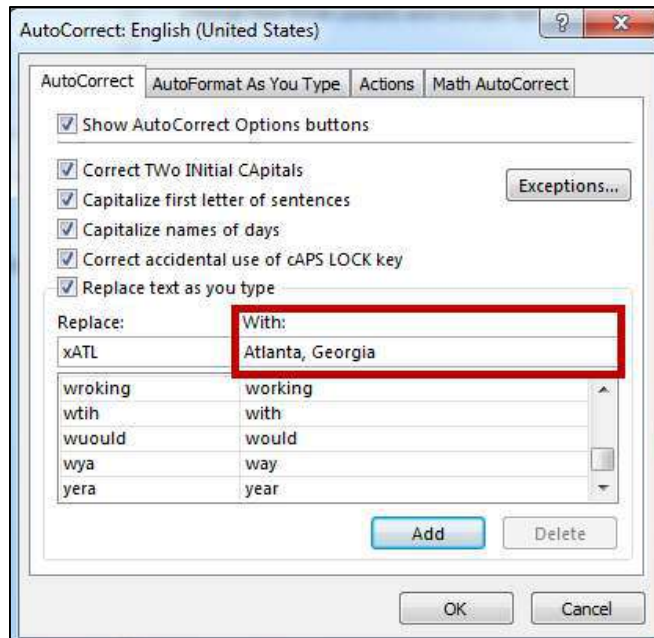


Figure 6 – With field

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



Figure 7 - Click the Add button

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



Figure 8 - Click Ok

- Click **OK** to leave the *Excel Options* window. When xATL is typed into Excel, the words Atlanta, Georgia, will appear on the screen (see Figure 9).

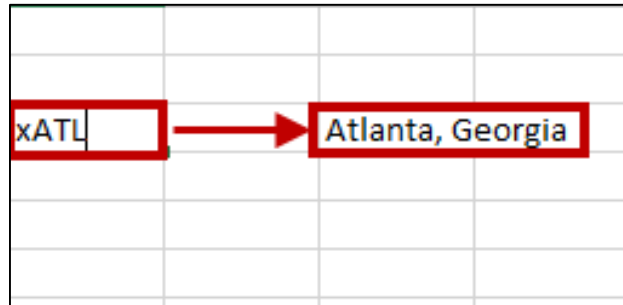


Figure 9 - Auto Correct

Comments

Comments are another tool that can be used for accessibility. The following instructions explain how to insert a comment.

- Place your cursor in the cell where the comment will be inserted (see Figure 10).

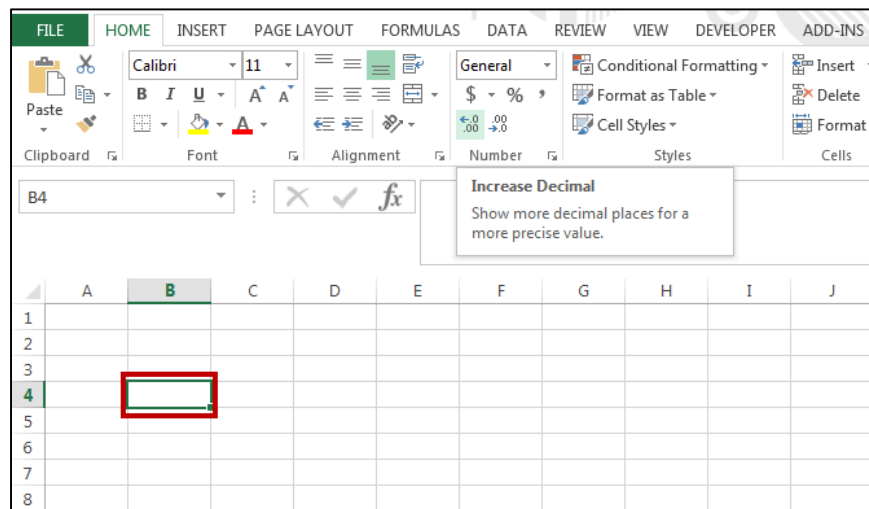


Figure 10 - Click the Cell

- Click the **Review** tab (see Figure 11).

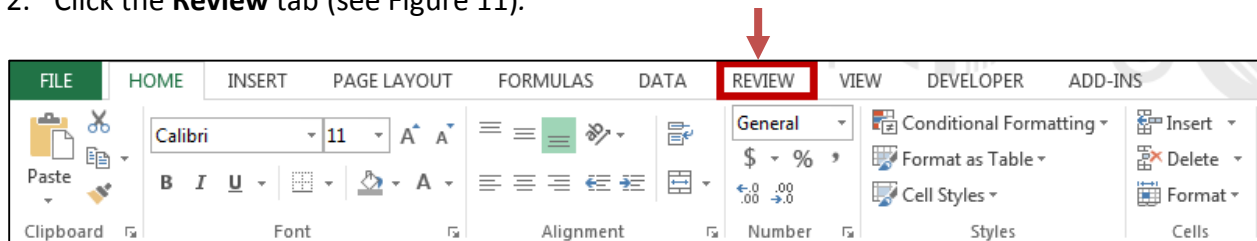


Figure 11 - Click Review

3. Click on **New Comment** (see Figure 12).

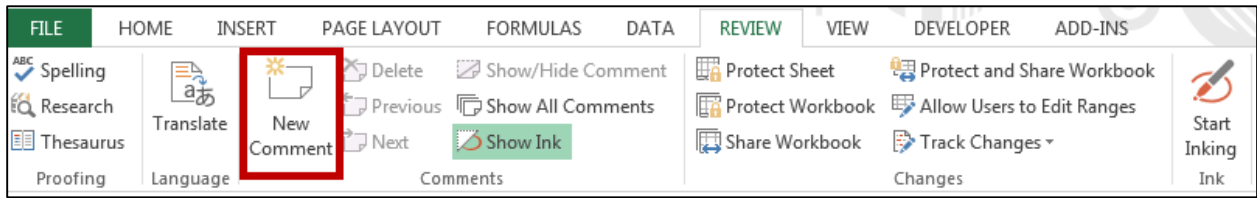


Figure 12 - New Comment

4. A comment box will appear. Enter a **comment** in the box that appears (see Figure 13).

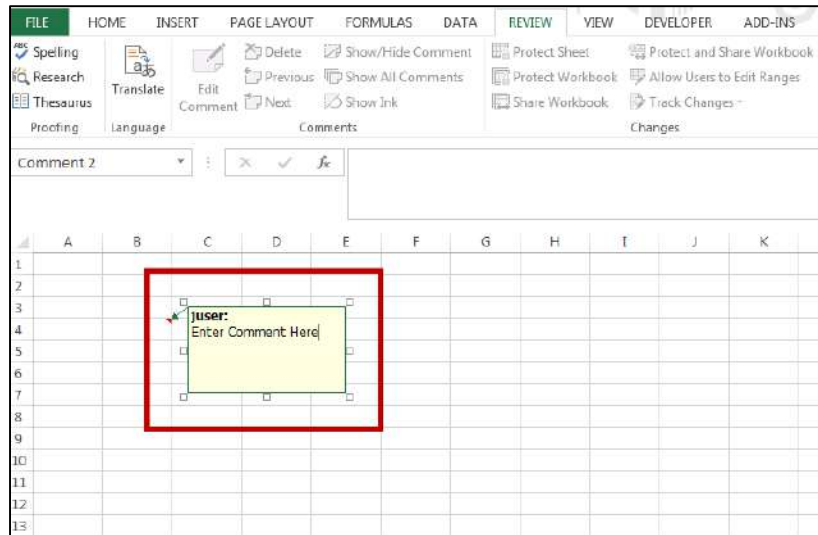


Figure 13 - Enter a Comment

5. When you have finished entering your comment, click on another cell in the spreadsheet to exit the **Comment Box**.

6. To remove a comment, right-click on the **cell** containing the comment and then select **Delete Comment**.

Spell Check

The Spell Check feature in Excel 2013 allows you to double-check the spelling for spelling errors. To start a spell check, follow the steps below:

1. Click the **Review** tab (see Figure 14).

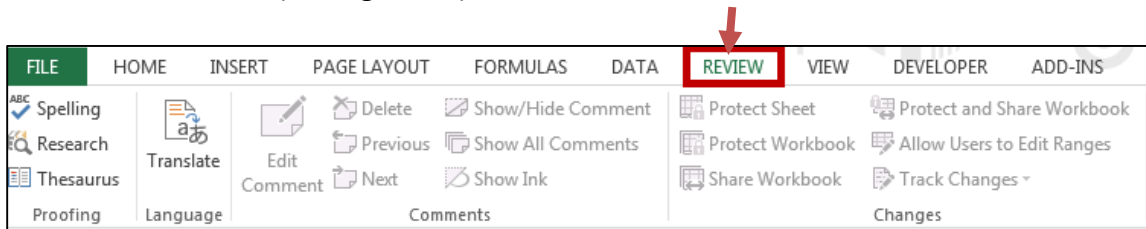


Figure 14 - Click the Review tab

2. Click the **Spelling** button (see Figure 15).

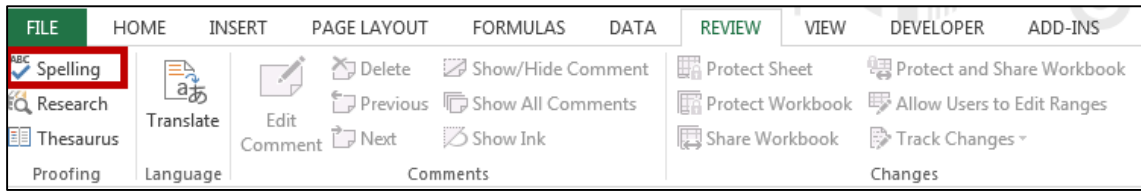


Figure 15 - Spelling Button

3. The Spell Check 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 used within the spreadsheet. To display the thesaurus, follow the instructions listed below.

1. Place the **cursor** on your target word (see Figure 16).

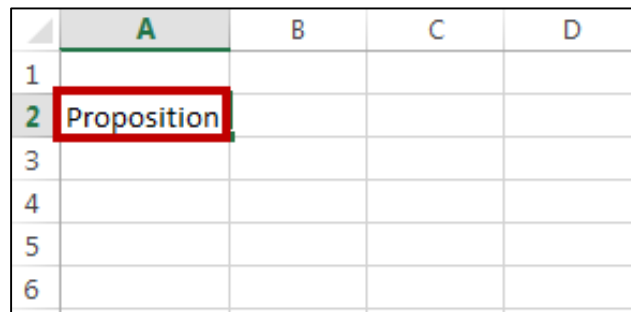


Figure 16 - Placing your cursor

2. Click the **Review** tab (see Figure 17).



Figure 17 - The Review Tab

3. In the *Proofing* area, click **Thesaurus** (see Figure 18).

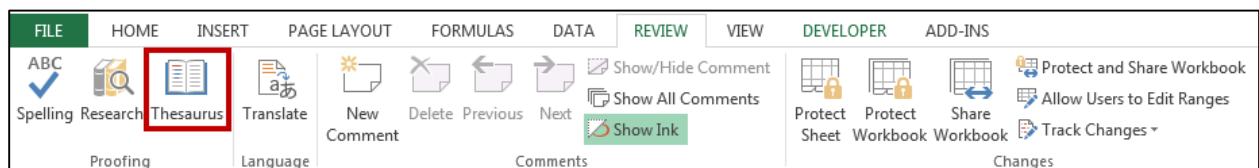


Figure 18 - Thesaurus

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 19).

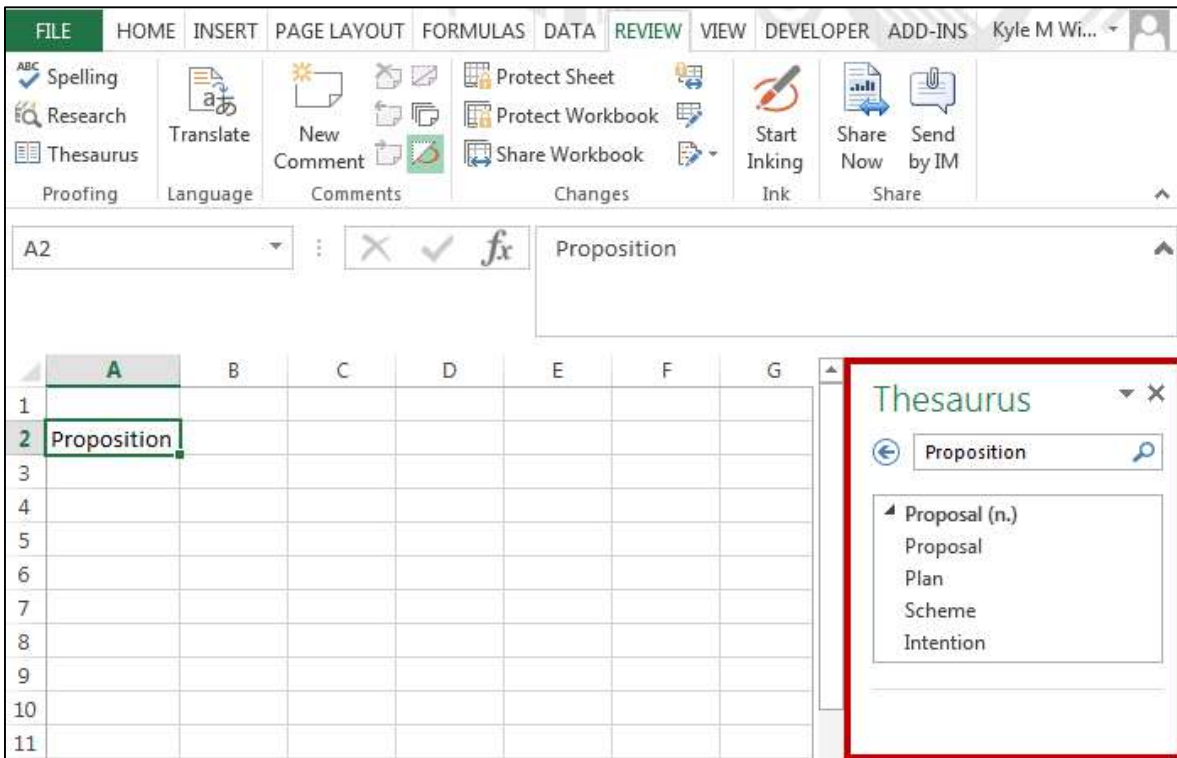


Figure 19 – Thesaurus

5. To replace the word, hover your mouse over your preferred synonym (see Figure 20).

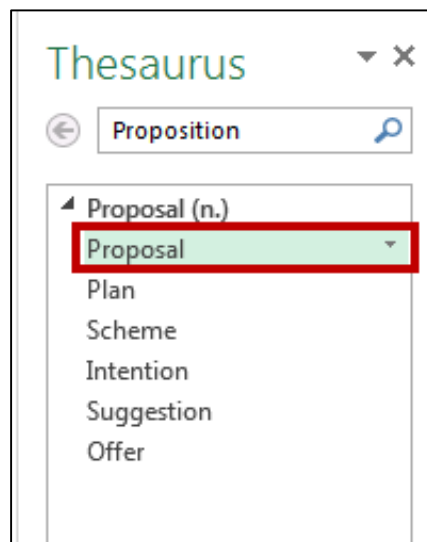


Figure 20 – Synonym

6. Click on the **Dropdown**, located next to your preferred synonym (see Figure 21).

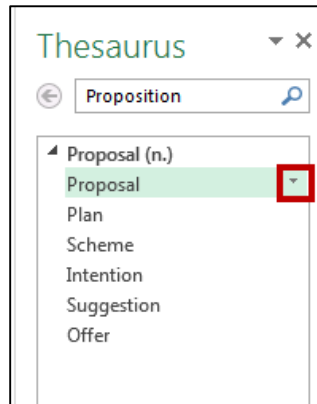


Figure 21 - Dropdown Menu

7. Click on **Insert**. Your synonym will replace the selected word (see Figure 22).

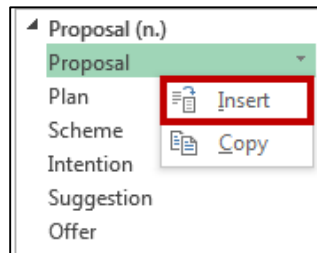


Figure 22 - Insert

Templates

The template feature allows the user to have a spreadsheet available that has 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 a spreadsheet.
2. Enter any necessary text in the spreadsheet as desired.
3. Apply your desired settings to the spreadsheet, such as background color, text size, etc (see Figure 23).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3		January	February	March	April	May	June	July	August	September	October	November	December
4	Rent/Mortgage												
5	Electricity												
6	Car Payments												
7	Credit Card Payments												
8	Other Payments												
9	Total Payments												
10													

Figure 23 - Apply Spreadsheet settings

4. Click the **File** tab (see Figure 24).

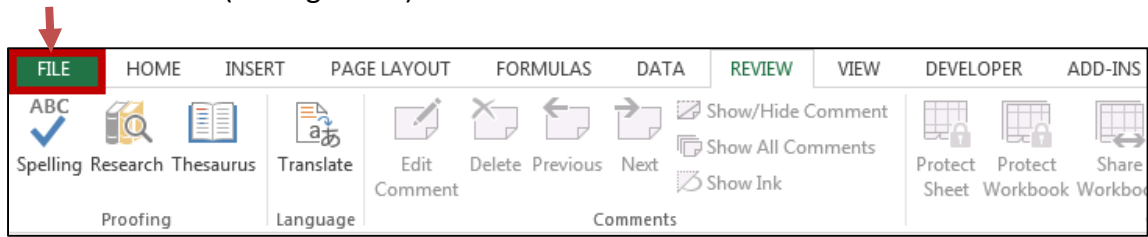


Figure 24 - File Tab

5. The *Backstage View* will open. Click **Save As** (see Figure 25).

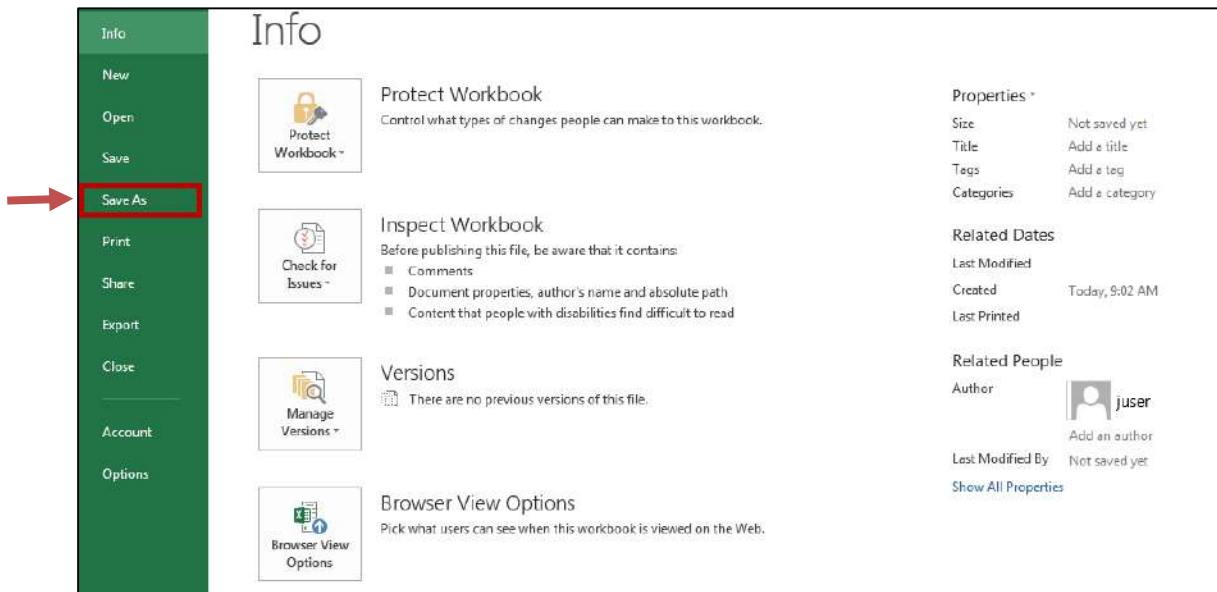


Figure 25 - Save As

6. Select the **Computer** option under *Save As* (see Figure 26).

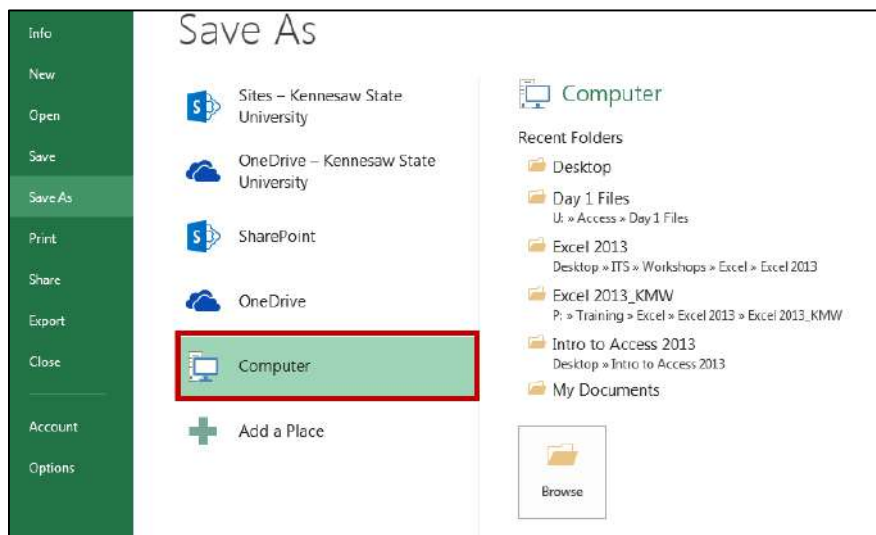


Figure 26 - Computer

7. Click **Browse** (see Figure 27).

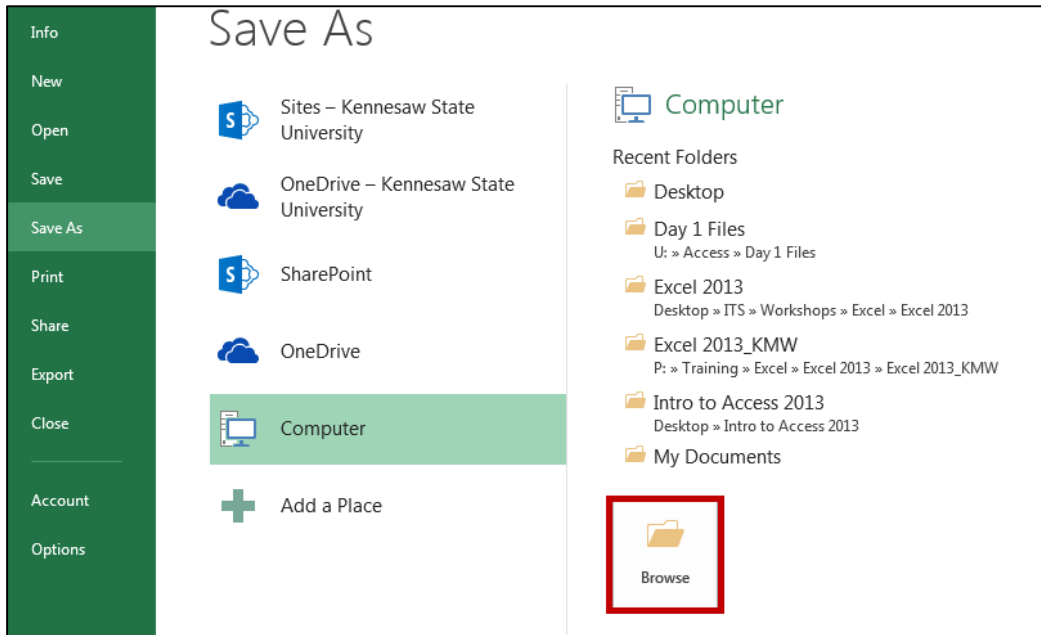


Figure 27 – Browse

8. In the *File name* field, enter the **file name** (see Figure 28).

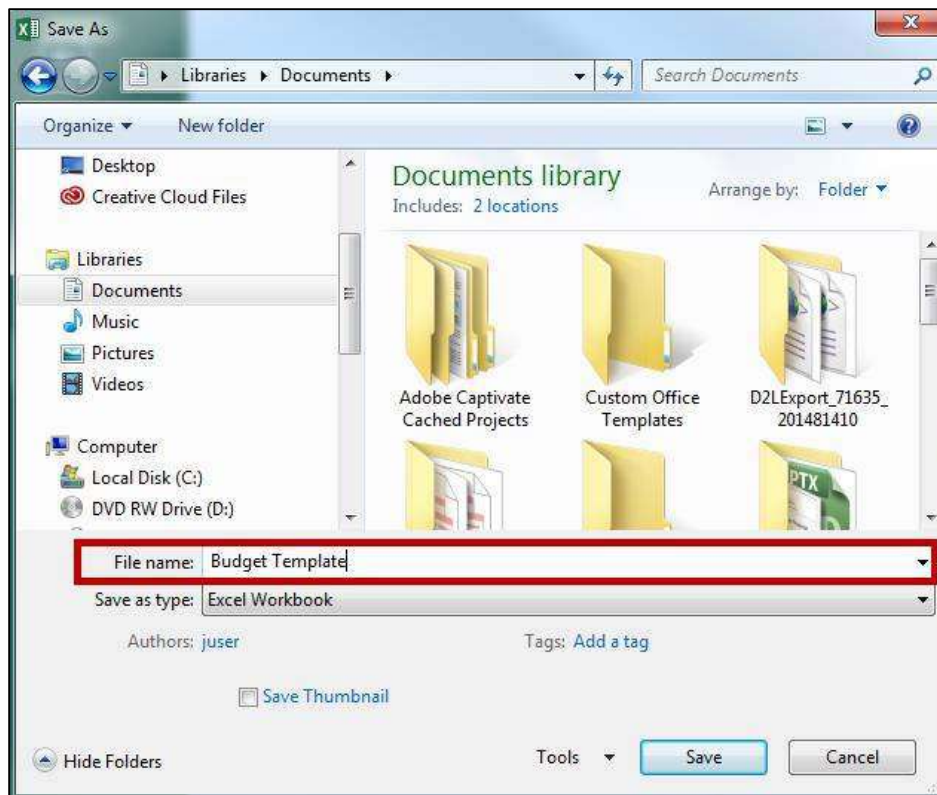


Figure 28 - Save As

9. In the *Save as type* dropdown, select **Excel Template** (see Figure 29).

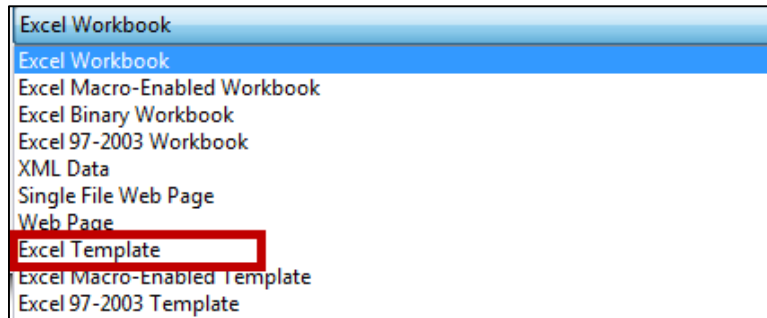


Figure 29 - Excel Template

10. Click **Save**.

11. To open your Template, click on the **File** tab (see Figure 30).

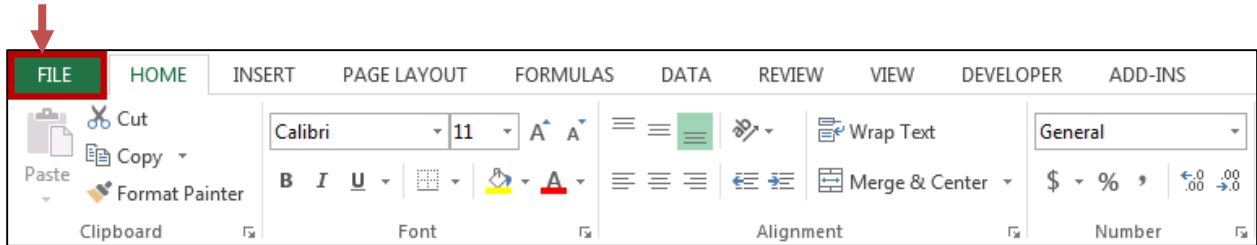


Figure 30 - File Tab

12. The *Backstage View* will open. Click on **New** (see Figure 31).

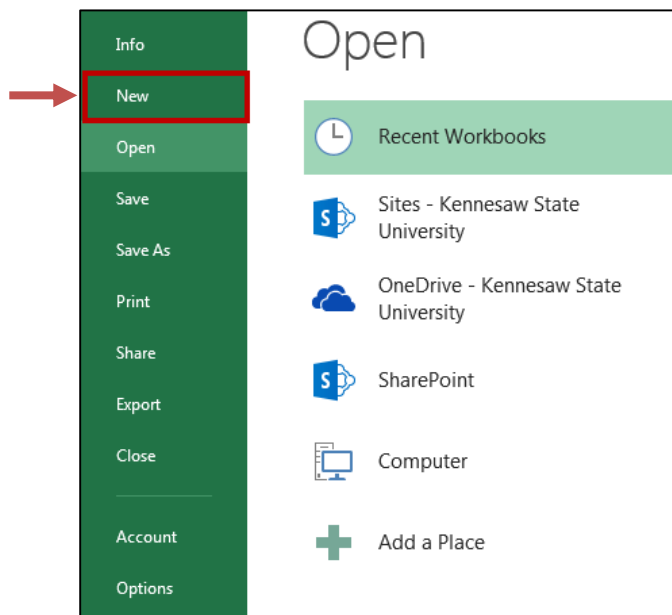


Figure 31 - New

13. In the New Excel document screen, click on **Personal** (see Figure 32).

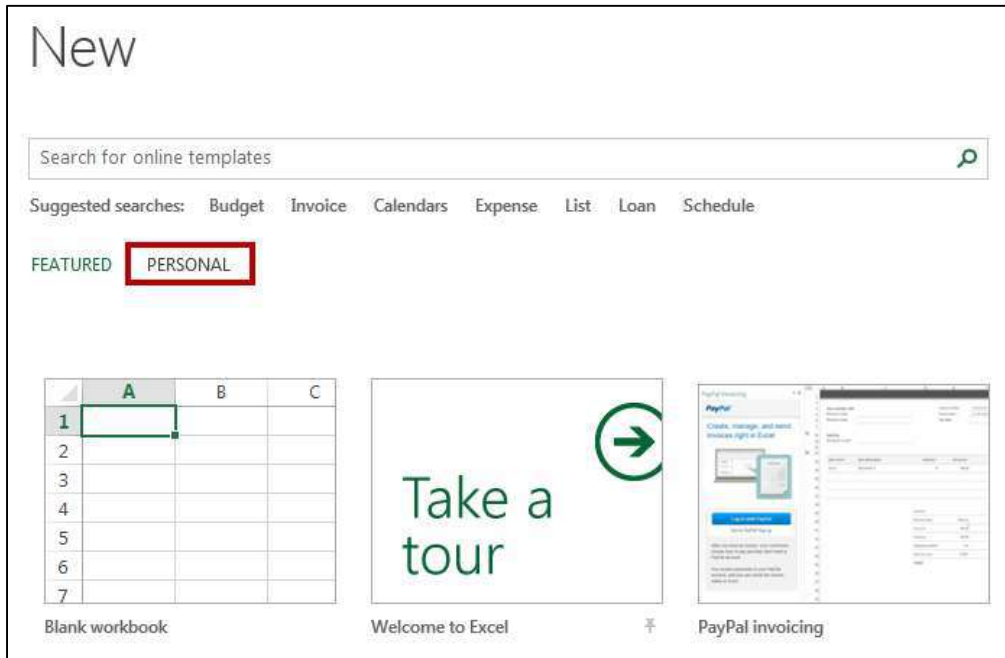


Figure 32 - Personal

14. Click on the **template** that you have created (see Figure 33).

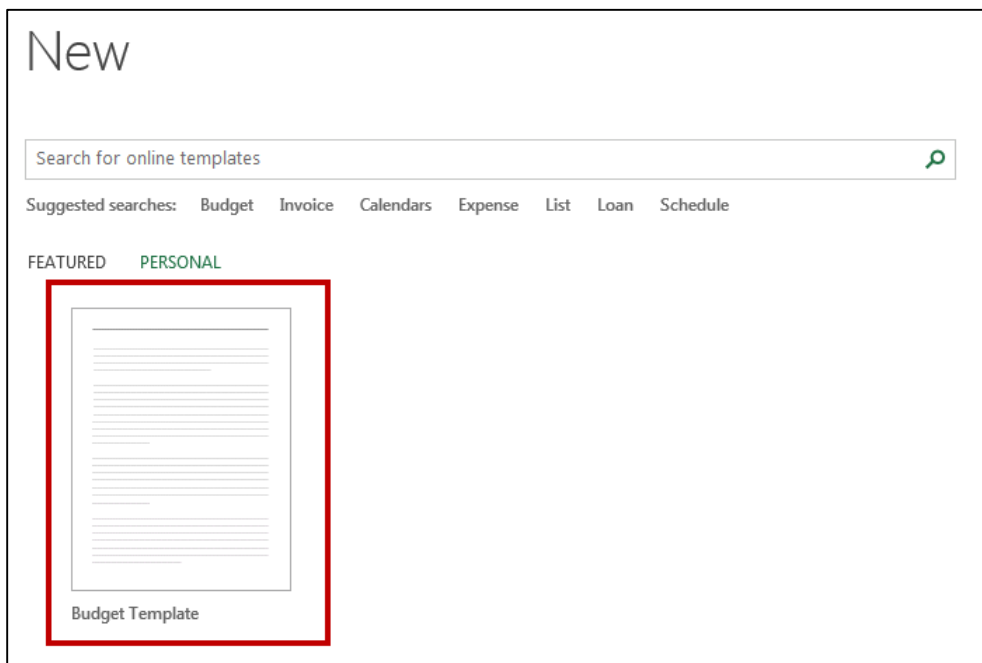


Figure 33 - Click on your Template

Using the Keyboard to Work with Ribbon Programs

Some users may prefer using the keyboard as they work with Microsoft Excel. *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 on the keyboard.
2. You will see letters and numbers appear next to their corresponding buttons on the ribbon (see Figure 34).

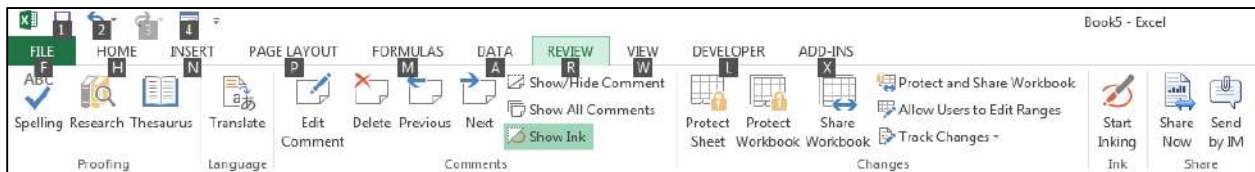


Figure 34 - Letters and Numbers

3. Press the **number or letter** 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. For example, if we press the H key, you will be taken to the *Home* tab (see Figure 35).

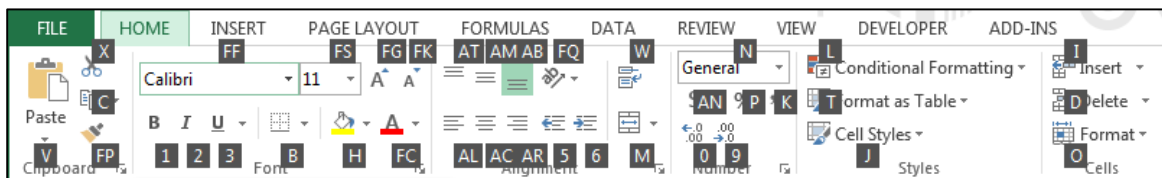


Figure 35 - Letters and Numbers

Controlling the Visual Appearance of your Spreadsheet

Excel 2013 has a number of features available to control the visual appearance of your document.

Paint Bucket Tool

The paint bucket tool allows you to draw attention to a certain part of the spreadsheet. The paint bucket tool can be found on the *Home* tab in the *Font* category (see Figure 36).

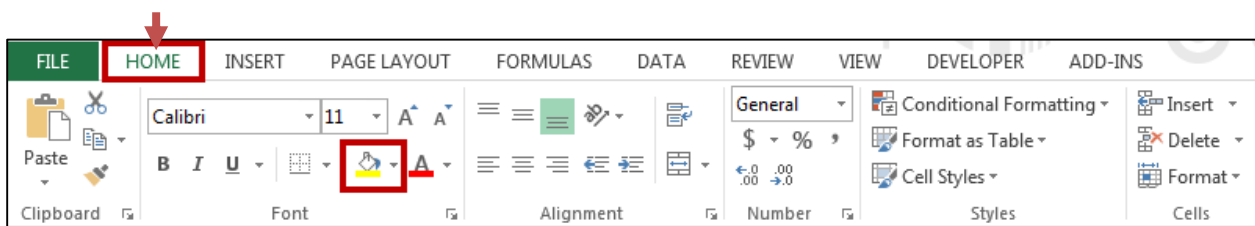


Figure 36 – Paint Bucket Tool

Fonts

You can determine what font you want included within your spreadsheet. The active font may be changed in the *Font* category under the *Home* tab. (see Figure 37).



Figure 37 - Font

The following fonts are considered easy to read: *Arial*, *Verdana*, and *Helvetica*. Fonts that are bold make the words appear larger. The *Bold* button is found on the *Home* tab in the *Font* category (see Figure 38).

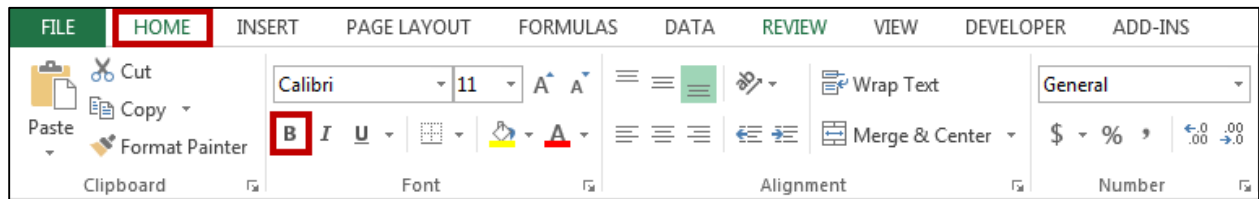


Figure 38 - Bold Button

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 39).

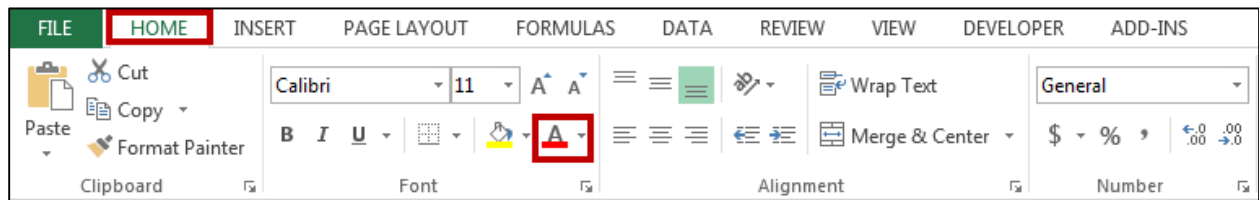


Figure 39 - Font Color

Cell Spacing

Cell spacing will increase/decrease the amount of space within a cell. The following instructions explain how to adjust the size of the cell.

1. To increase/decrease the height of the cell, hover your mouse between the numbers on the left side of the spreadsheet so that it appears as a double-arrow (see Figure 40).

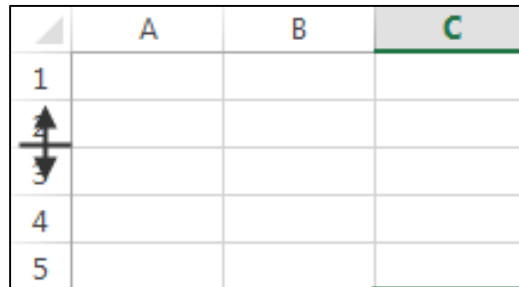


Figure 40 - Increase/Decrease height

2. Click and drag your mouse **up or down**. This will change the height of the cell.
3. To increase/decrease the width of the cell, hover your mouse between the letters on the top of the spreadsheet so that it appears as a double-arrow (see Figure 41).

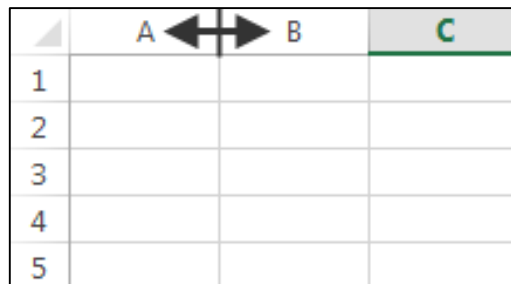


Figure 41 - Increase/decrease width

4. Click and drag your mouse to the left or right. This will adjust the width of the cell.

Zoom

The *Zoom* tool magnifies the spreadsheet on the screen. However, this will not change the appearance of the spreadsheet when it is printed. The tool can be found on the *View* tab in the *Zoom* category (see Figure 42).

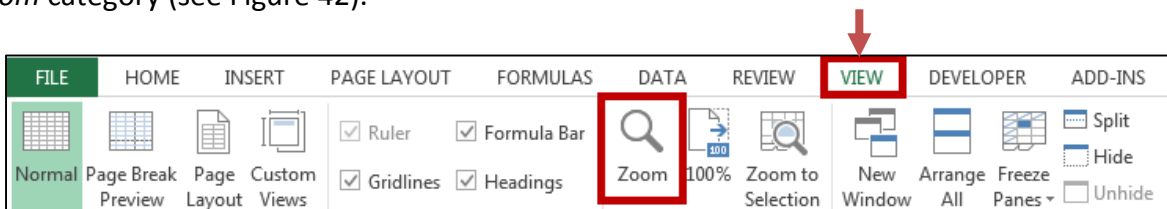


Figure 42 – Zoom

1. Select your preferred **Zoom Magnification** (see Figure 43).

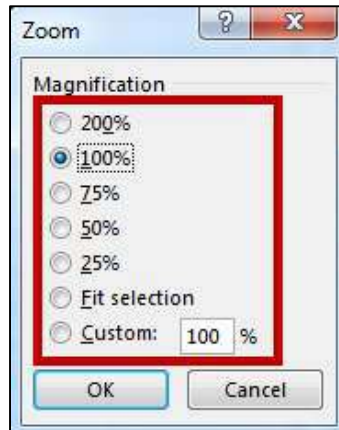


Figure 43 - Preferred Magnification

2. Click **Ok**.

Zoom to Selection

The *Zoom to Selection* button can help to improve accessibility for users by increasing the size of text on the screen. The following explains how to use this feature.

1. Select a **cell** on the spreadsheet (see Figure 44).

Customer	First Name	Last Name	City
1	Ken	Smith	Acworth
2	Sharon	Cook	Kennesaw
3	Mike	Bryant	Marietta
4	Amanda	Elliot	Acworth
5	Susan	Allen	Kennesaw

Figure 44 - Click on the cell

2. Under the view tab, click the **Zoom to Selection** button (see Figure 45).

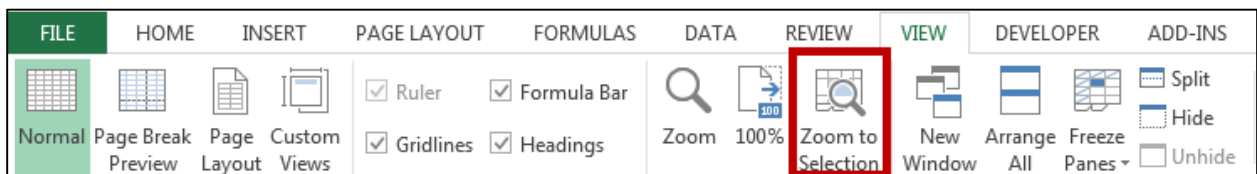


Figure 45 - Zoom to Selection

3. The spreadsheet will zoom to the selected cell (see Figure 46).

Customer	First Name	Last Name	City
1	Ken	Smith	Acworth
2	Sharon	Cook	Kennesaw
3	Mike	Bryant	Marietta
4	Amanda	Elliot	Acworth
5	Susan	Allen	Kennesaw

Figure 46 - Zoomed in Selection

4. Under the view tab, to return to the normal view, click the **100% button** (see Figure 47).

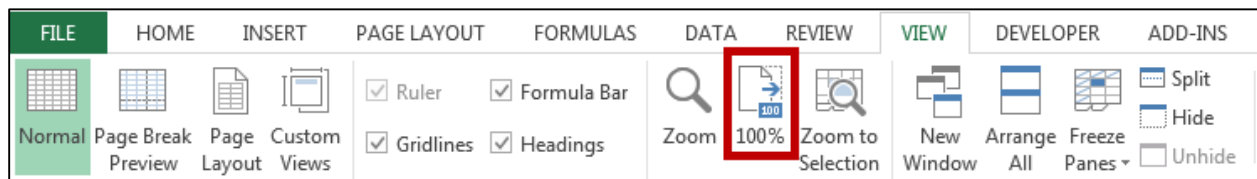


Figure 47 - 100% Zoom

Best Practices

The following should always be considered when developing a spreadsheet to make it accessible to everyone.

Page Layout

Place the data on a spreadsheet so that it appears tightly connected together. It is best to avoid spacing data on the spreadsheet with blank cells, blank rows, and blank columns.

Alternate Text (alt text)

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 in the document.

To add *alt text* to a graphic in Excel, follow the instructions below.

1. Right-click the **graphic** (see Figure 48).

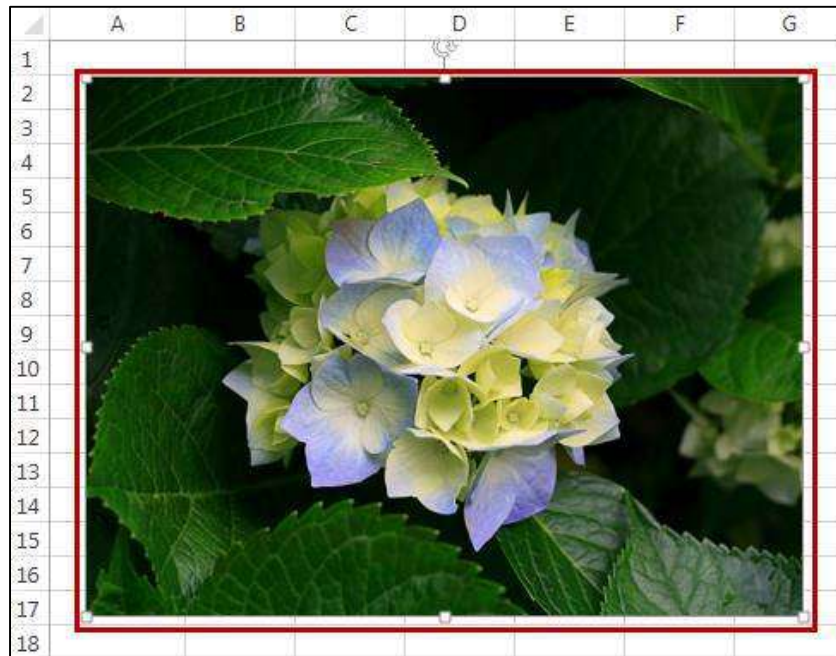


Figure 48 - Right Click on the Graphic

2. A menu will appear. Select **Format Picture** (see Figure 49).

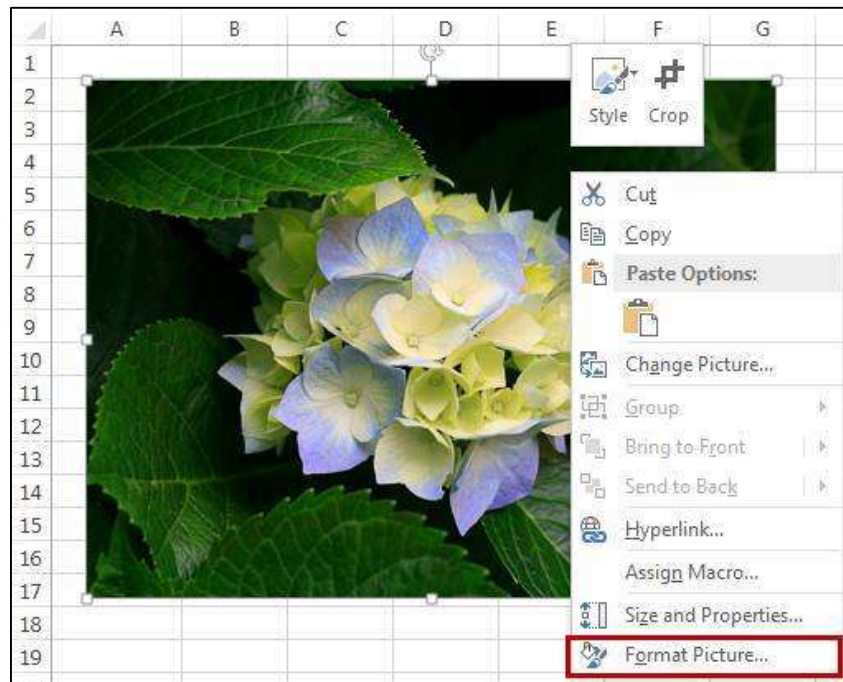


Figure 49 - Format Picture

3. In the window that appears on the right of the spreadsheet, click **Size & Properties** icon (see Figure 50).

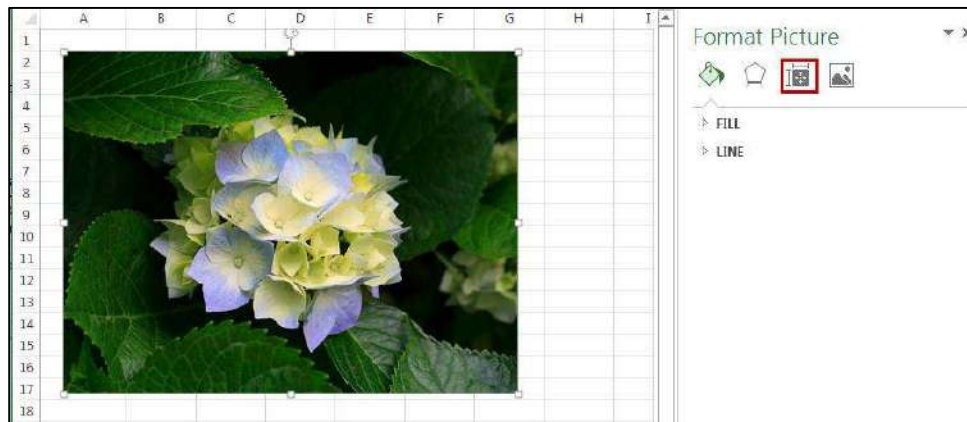


Figure 50 - Size & Properties

4. Click on **Alt Text** (see Figure 51).

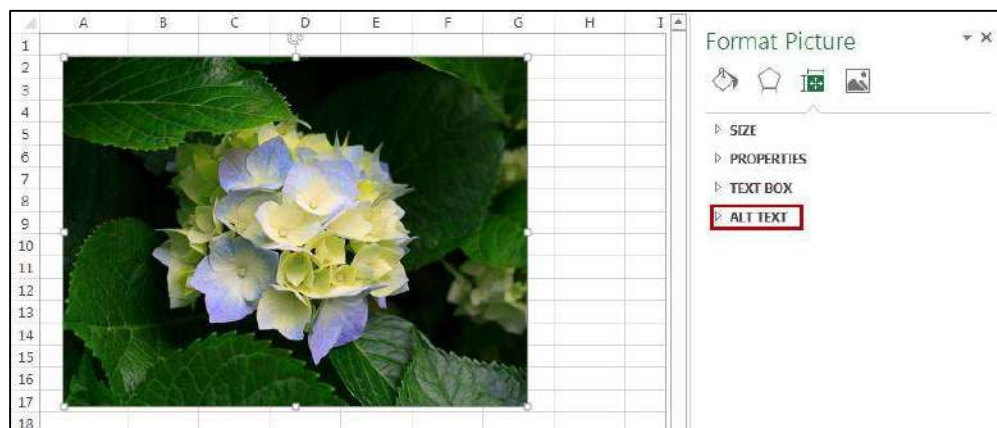


Figure 51 - Alt Text

5. Enter your **title and description** (see Figure 52).

A screenshot of the 'ALT TEXT' dialog box. It has a title bar that says 'ALT TEXT'. Below the title bar, there are two sections: 'Title' and 'Description'. The 'Title' section has a text input field containing the word 'Flower'. The 'Description' section has a larger text area containing the text 'This is an image of a flower'.

Figure 52 - Title & Description

6. Click the *Close* button (see Figure 53).

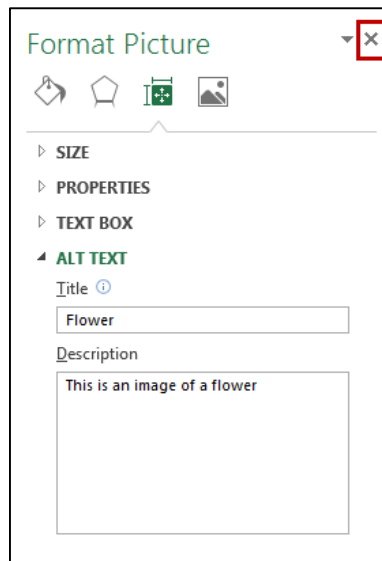


Figure 53 - Close Button

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 spreadsheets so that they will be easily accessible.

- Make all font sizes at least ten points.
- Avoid using light or pale font colors with light backgrounds within a cell.
- Limit the use of the following font variations: *bold*, *italics*, and *capital letters*.

Spreadsheet Structure

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

Headings

When developing the spreadsheet, be certain to use descriptive headings for rows and columns. Also, use headings for different sections of data on the spreadsheets. This will help people with screen readers to quickly and easily understand each section of the spreadsheet without having to read the details in each section.

Hyperlinks

When inserting a hyperlink in a spreadsheet, 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 spreadsheet, it would be more effective to use *Kennesaw State University* instead of non-descriptive text such as, *Click Here*.

In Microsoft Excel, the hyperlink button is found on the *Insert* tab in the *Links* category (see Figure 54).

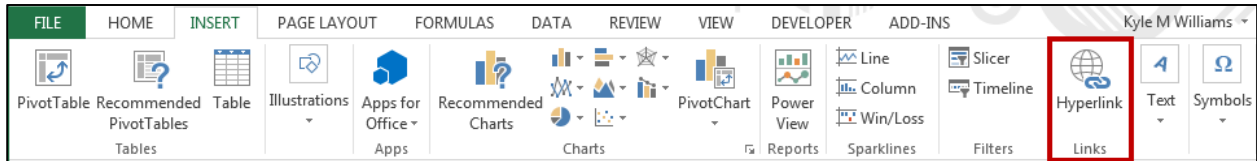


Figure 54 – Hyperlink

To insert a **Hyperlink**:

1. Select the cell that you wish to add the **hyperlink** (see Figure 55).

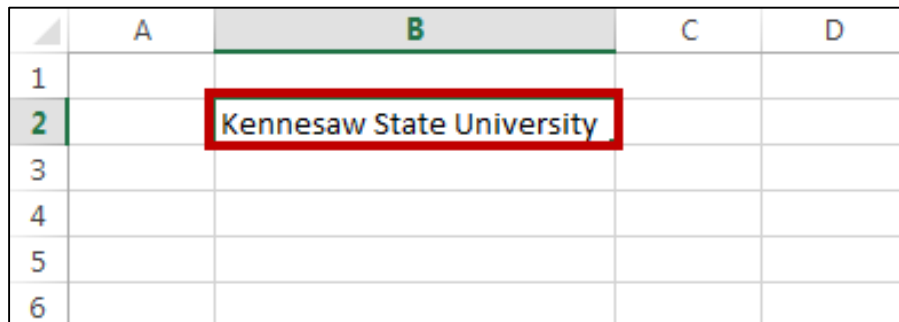


Figure 55 - Select the Cell

2. In the *Insert* tab, click on the **Hyperlink** icon (see Figure 56).

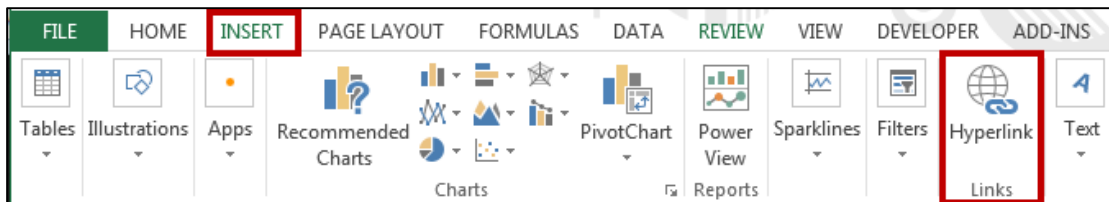


Figure 56 – Hyperlink

3. Select **Existing File or Web Page** (see Figure 57).

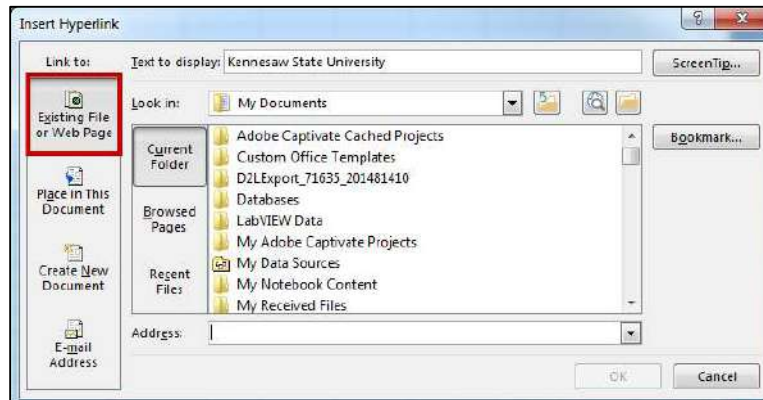


Figure 57 - Existing File or Web Page

4. In the *Address* field, enter the website that you wish to link to (see Figure 58).

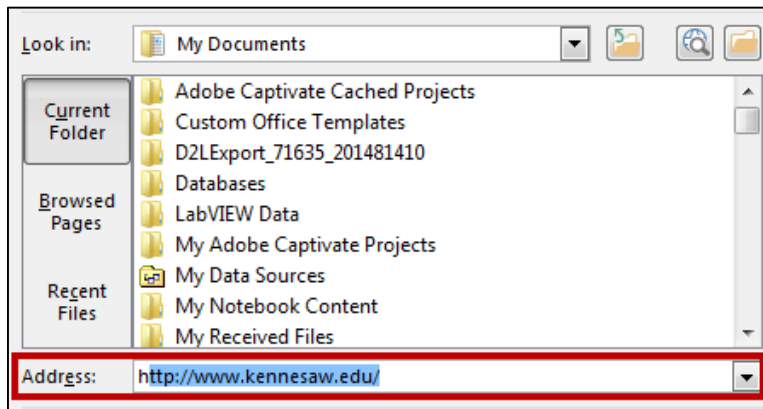


Figure 58 - Address Field

5. Click **OK** (see Figure 59).

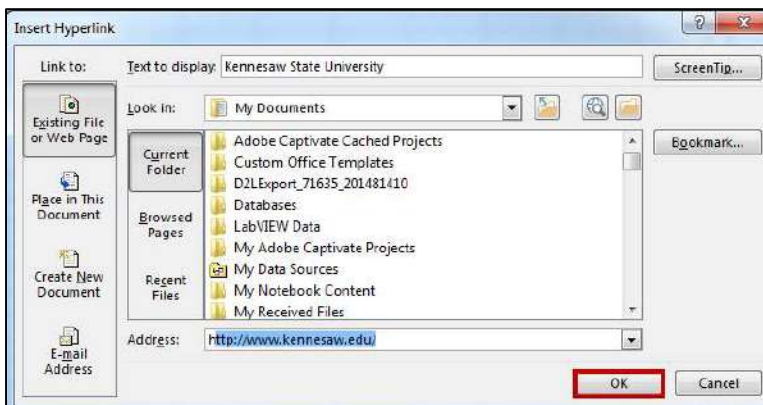
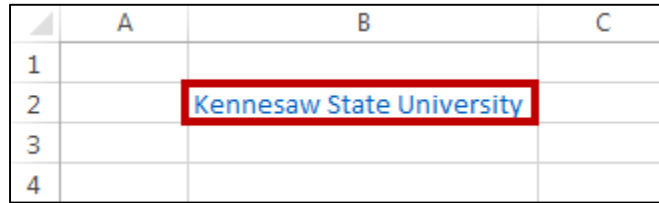


Figure 59 - Click OK

6. Your Hyperlink will become active in the spreadsheet (see Figure 60).



	A	B	C
1			
2		Kennesaw State University	
3			
4			

Figure 60 - Active Hyperlink

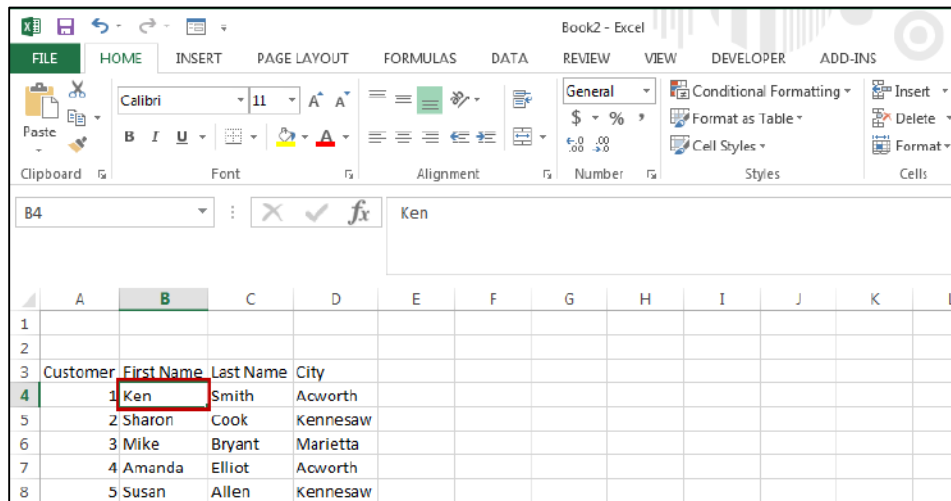
Graphs and Charts

Users of screen readers will not be able to see graphs and charts created with Excel. Consider providing tables with words and numbers as an alternative. When including a graph and/or chart on the spreadsheet, be certain that it is effectively labeled.

Sorting

Often, it can be effective to organize and analyze data within the spreadsheet using the Sort feature. The following explains how to sort.

1. Select the data to be sorted (see Figure 61).



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	Customer	First Name	Last Name	City								
4	1	Ken	Smith	Acworth								
5	2	Sharon	Cook	Kennesaw								
6	3	Mike	Bryant	Marietta								
7	4	Amanda	Elliot	Acworth								
8	5	Susan	Allen	Kennesaw								

Figure 61 - Selecting data

2. On the *Home* tab, click the *Sort* button (see Figure 62).

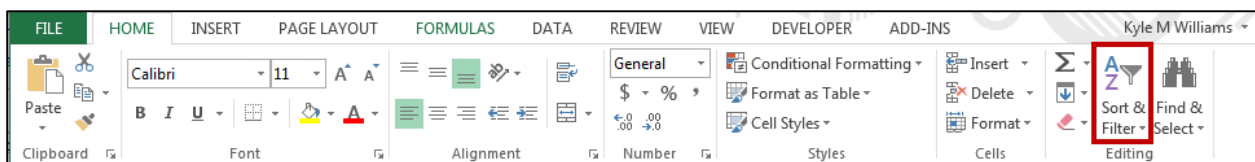


Figure 62 - Sort and Filter

3. Select your preferred sorting option (see Figure 63).

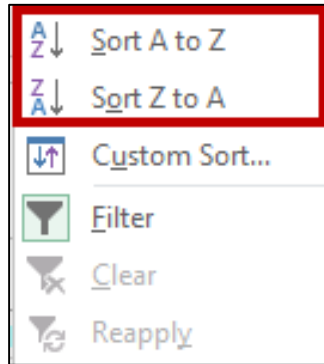


Figure 63 - Sort

Worksheets

To make worksheets more accessible, it is important to give each sheet a meaningful name (in Microsoft Office 2013, the default names are *Sheet1*). In *Figure 64*, the worksheets have been renamed *Customer Information*.

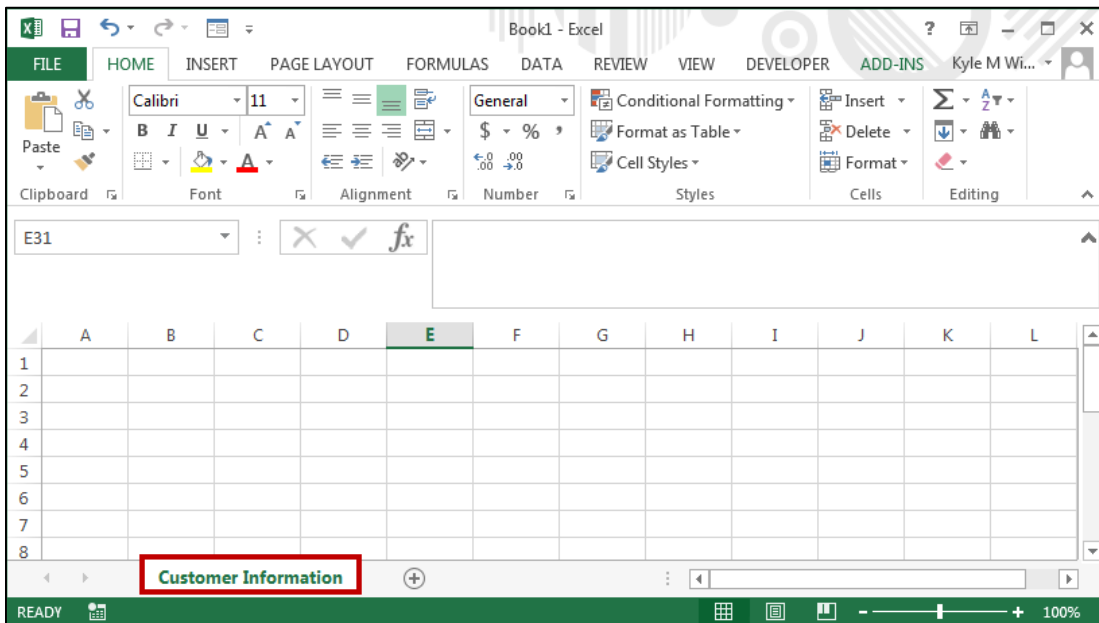


Figure 64 - Customer Information

The following instructions explain how to rename the worksheet(s):

1. Right-click on the *Sheet 1* tab (see Figure 65).

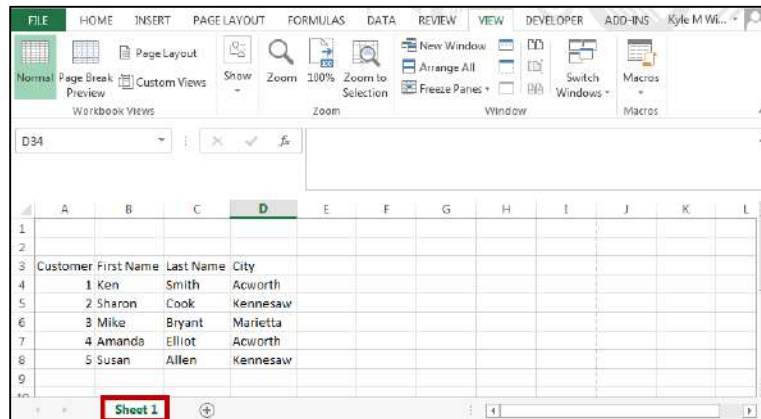


Figure 65 - Sheet Name

2. Click on **Rename** from the menu that appears (see Figure 66).

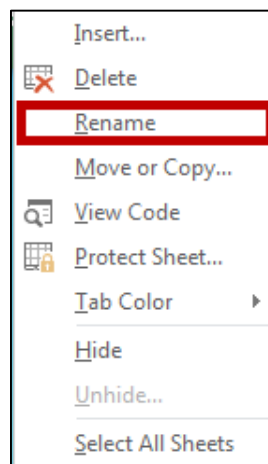


Figure 66 – Rename

3. The tab will become selected. Type the **new name** for the tab (see Figure 67).

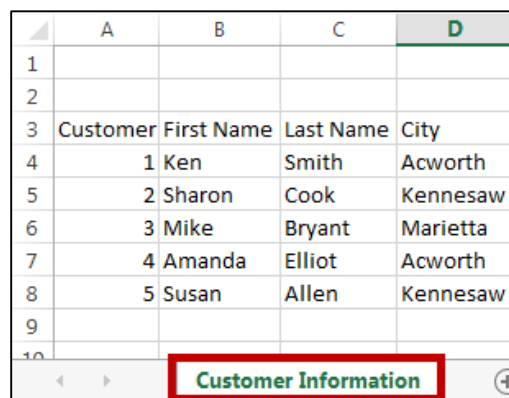


Figure 67 - Customer Information

4. Press the *Enter* key on the keyboard.

Accessibility Checker

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

1. Click the *File* tab. The *Backstage* view will appear.
2. Click the *Check for Issues* button (see Figure 68).

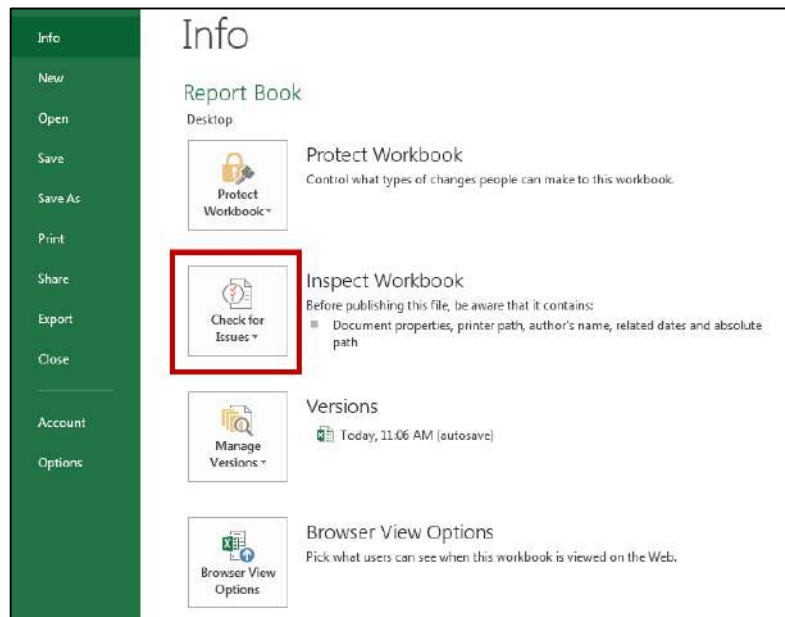


Figure 68 - Check for Issues

3. Then, select *Check Accessibility* (see Figure 69).

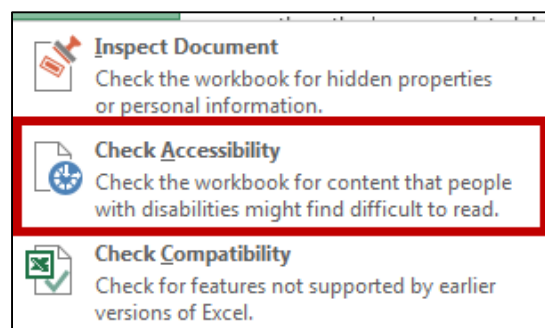


Figure 69 - Check Accessibility

4. A report will be created for you containing a list of possible accessibility issues within your spreadsheet (see Figure 70).

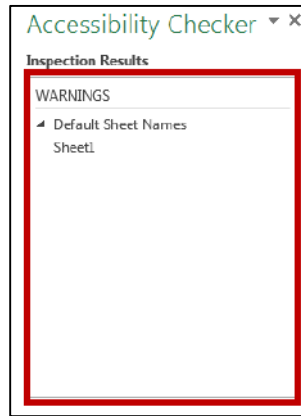


Figure 70 – Accessibility

Additional Assistance

If you need additional assistance with Microsoft Office Excel 2013, contact University Information Technology Services (UITS) at:

Faculty and Staff Service Desk

Phone: 470-578-6999

Email: service@kennesaw.edu

Students Help Desk

Phone: 470-578-3555

Email: studenthelpdesk@kennesaw.edu