Simple Checklist: Creating an Accessible Spreadsheet

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# Overview

This outline discusses and provides guidelines for creating accessible spreadsheets – in Microsoft Excel, Google Sheets, and Apple Numbers. Accessible spreadsheets create an inclusive experience and ensure the information is understandable for library staff and patrons.

# Checklist

1. Add a descriptive title to your spreadsheet workbook.
2. Consider your font choices.
3. Consider your use of colour.
4. Give each worksheet a unique and descriptive name.
5. Delete blank worksheets.
6. Add a summary of the worksheet/workbook to the A1 cell.
7. Add white space around the text.
8. Define the language of your workbook.
9. Ensure that the hyperlinks are informative.
10. Create accessible tables.
11. Create accessible charts.
12. Freeze columns and/or rows when you must scroll the page to read the content.
13. Hide unused rows and columns.
14. Add alt text to images, graphics, and charts.
15. Let readers know that they have reached the end of a document.
16. Use the accessibility checker in Excel.