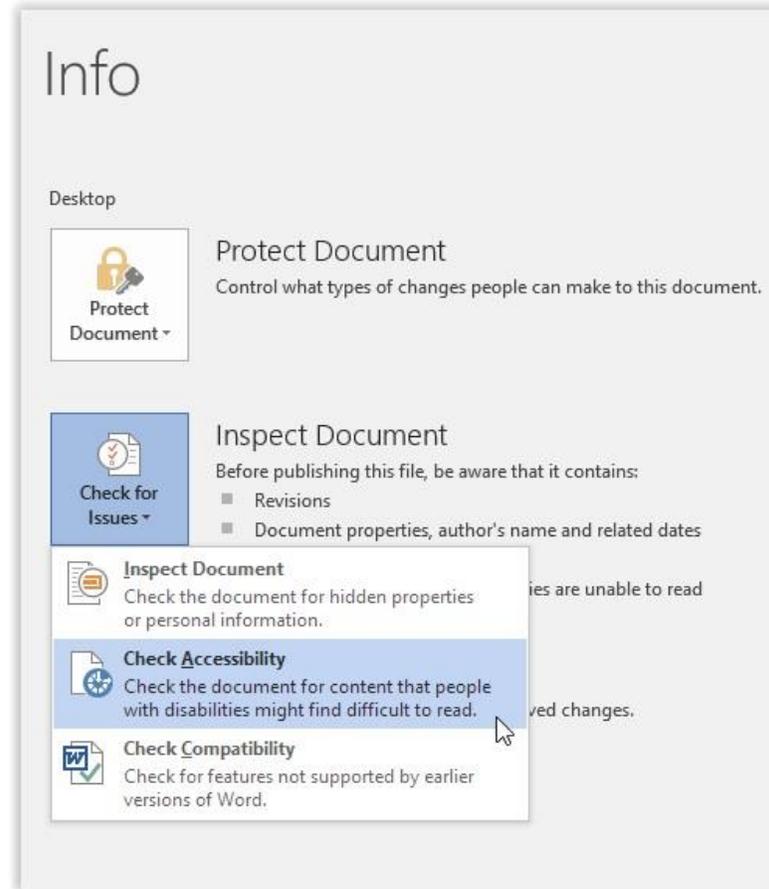
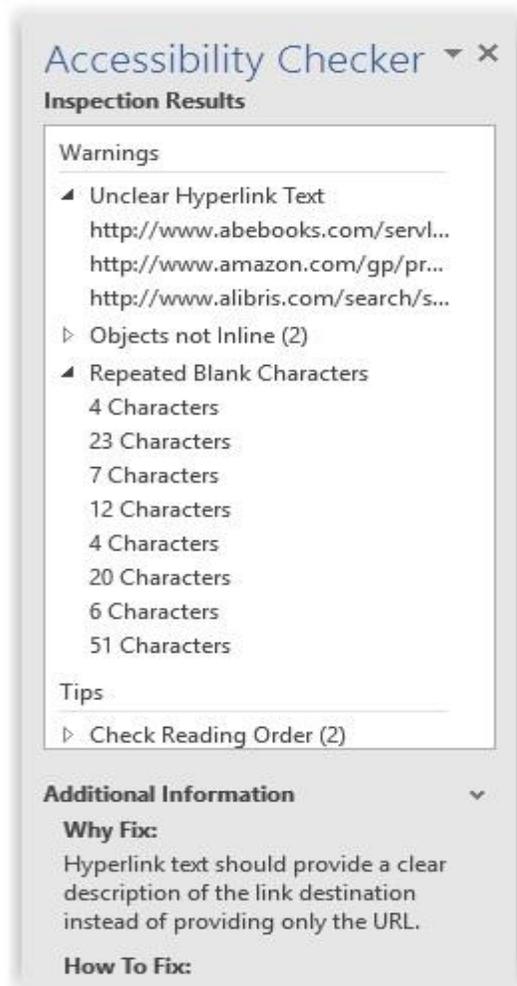


Microsoft Accessibility Checker

File -> Check for Issues -> Check Accessibility



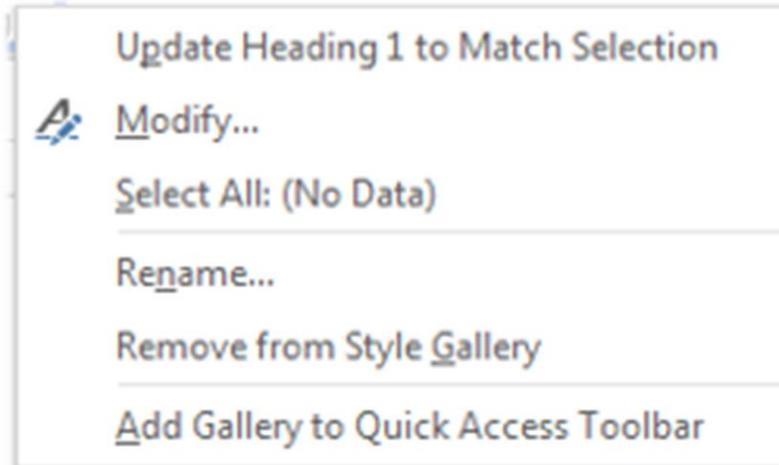
Inspection Results



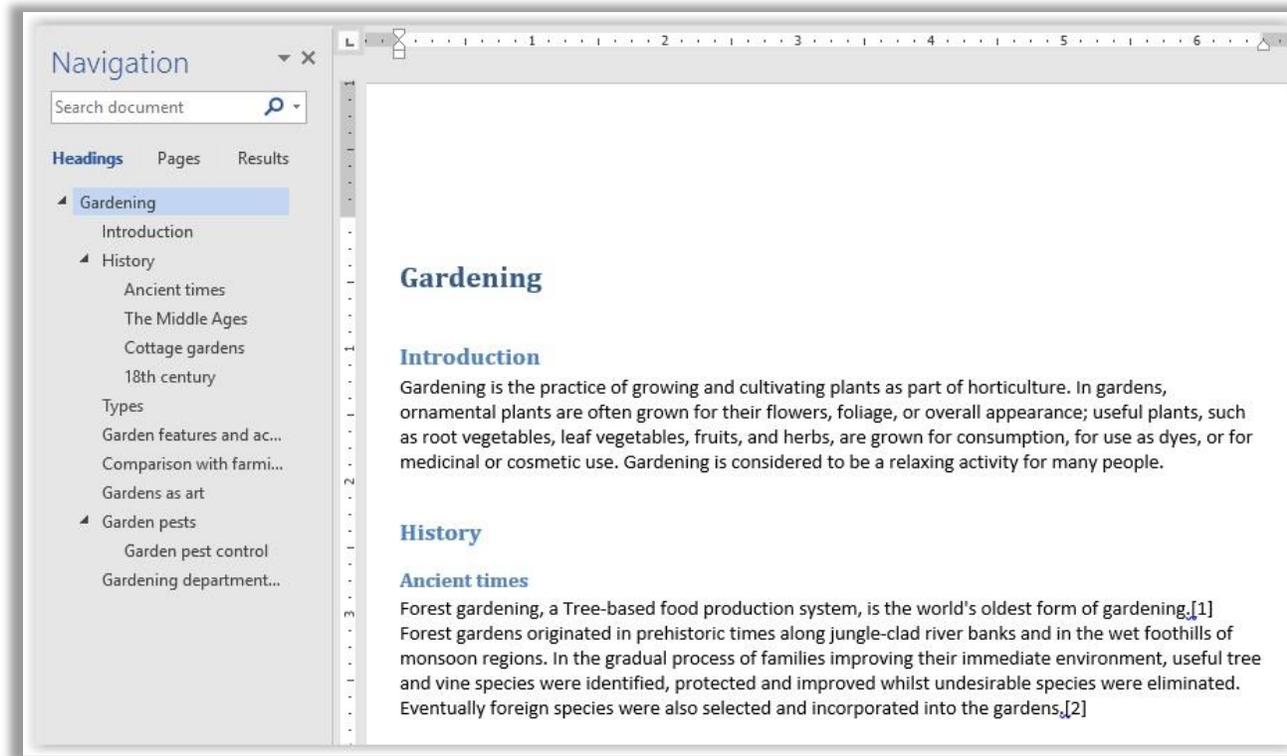
- Inspection Results
 - Errors
 - Warnings
 - Tips
- Additional Information
 - Why Fix
 - How to Fix

Use built-in features

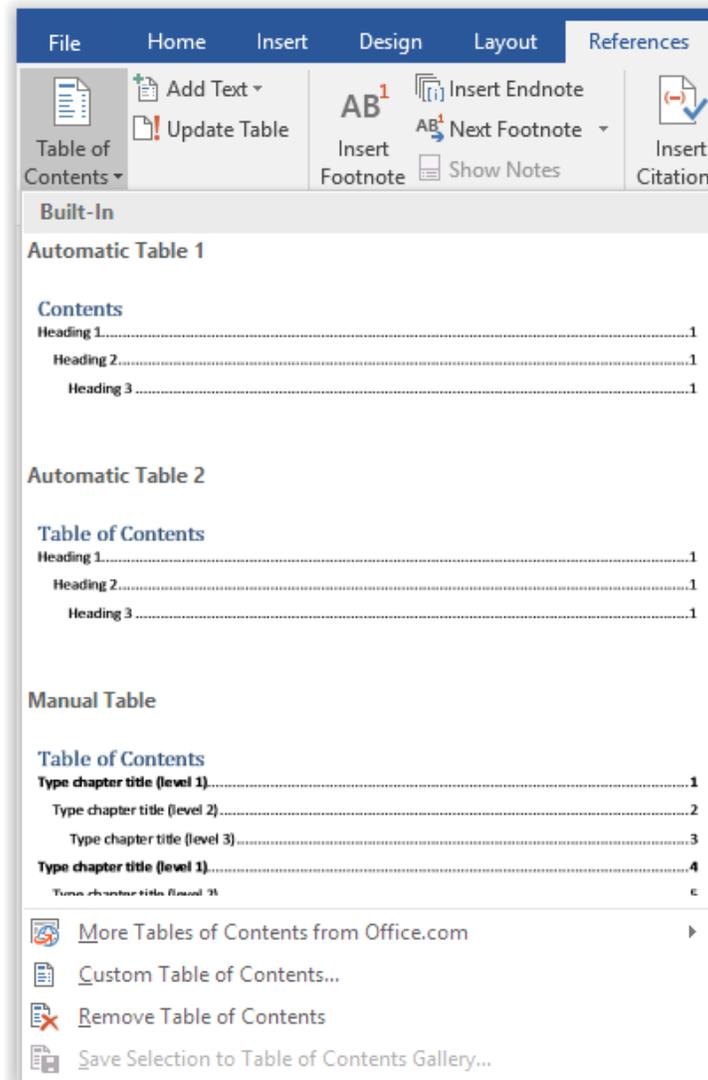
Heading Level Styles



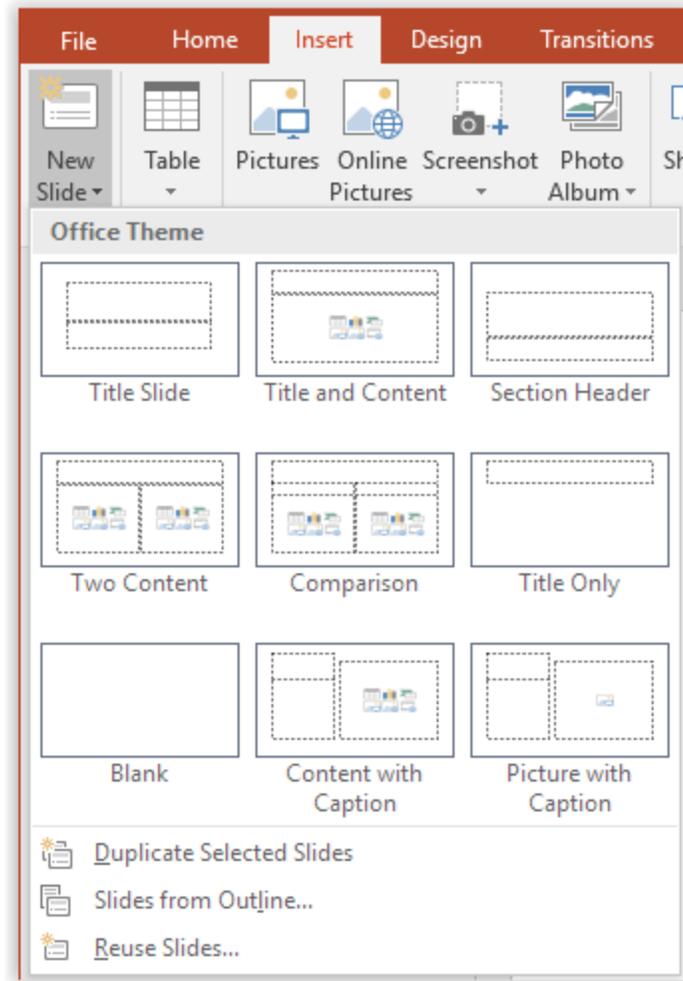
Bonus 1: Navigation Pane



Bonus 2: Table of Contents



Slide Titles



Bonus: Outline View (with titles)

7 **What we see: Office 365**

8 **365 OneDrive**

9 **Waffle Menu / All Apps**

10 **Plan**

- Summary of Tools
- OneDrive
- Other "Big Picture" Tools
 - One Note
 - Class Notebook
 - Teams
- Word / PowerPoint / Excel
 - Desktop v Cloud-based
 - Share / Collaborate

11 **SUMMARY OF TOOLS**

12 **You have probably used these...**

- Word
- PowerPoint
- Excel

What we see: Office 365

The screenshot shows the Office 365 dashboard for user SUSAN. The dashboard is titled "Office 365" and displays a personalized greeting: "Good morning, SUSAN". The interface includes a navigation bar with icons for Office 365, notifications, settings, help, and the user profile (QUINN, SUSAN). Below the navigation bar, there is a grid of application tiles. The tiles are arranged in three rows: Row 1: OneNote, Class Notebook, Sway, Word, PowerPoint, Excel, Teams; Row 2: OneDrive, Forms, Planner, SharePoint, Delve, Yammer; Row 3: Power BI, PowerApps, Flow, Dynamics 365. A "New: Microsoft Teams" notification is visible on the right side of the dashboard, encouraging users to connect their team with instant access to chats, content, people, and tools. An "Install Office 2016" button is also present in the top right corner.

Bonus: Outline View (without titles)

1

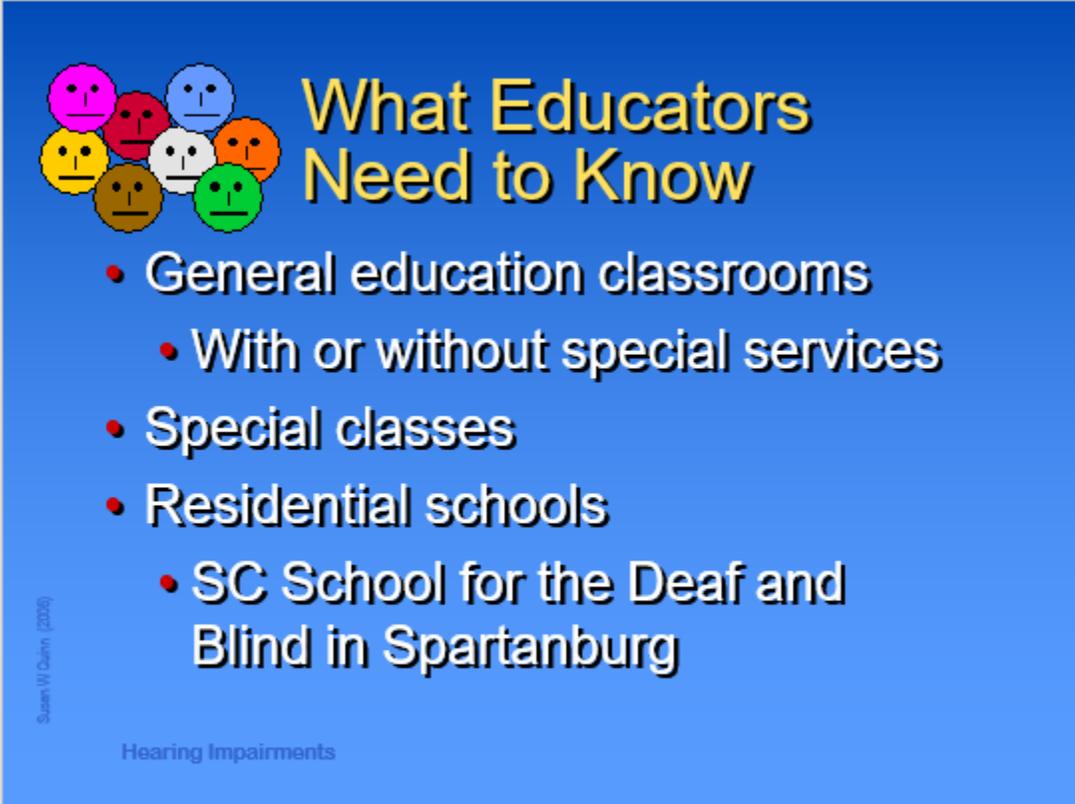
2 **What Educators Need to Know**

- General education classrooms
 - With or without special services
- Special classes
- Residential schools
 - SC School for the Deaf and Blind in Spartanburg

3

4

- General ideas
 - Face the student
 - Speak directly to the student, not the interpreter, if an interpreter is used
 - Try to avoid talking as you write on the board with your back to the student



Click to add notes

Sheet Tab Names

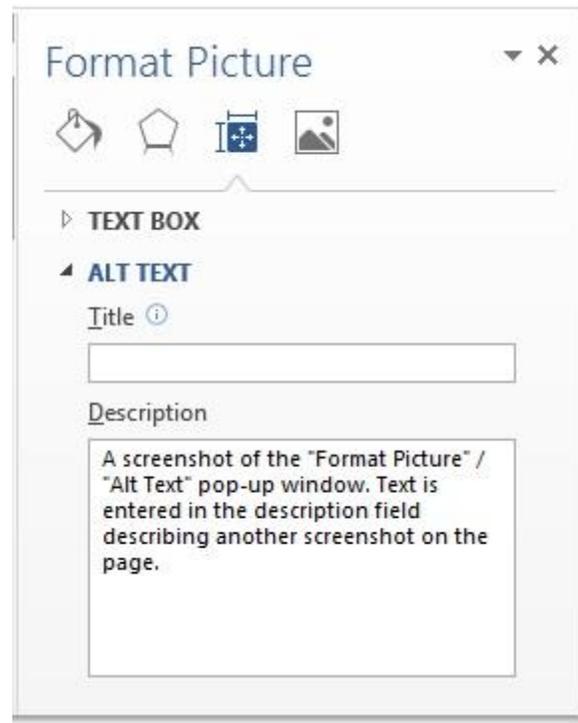


Other Built-in Features

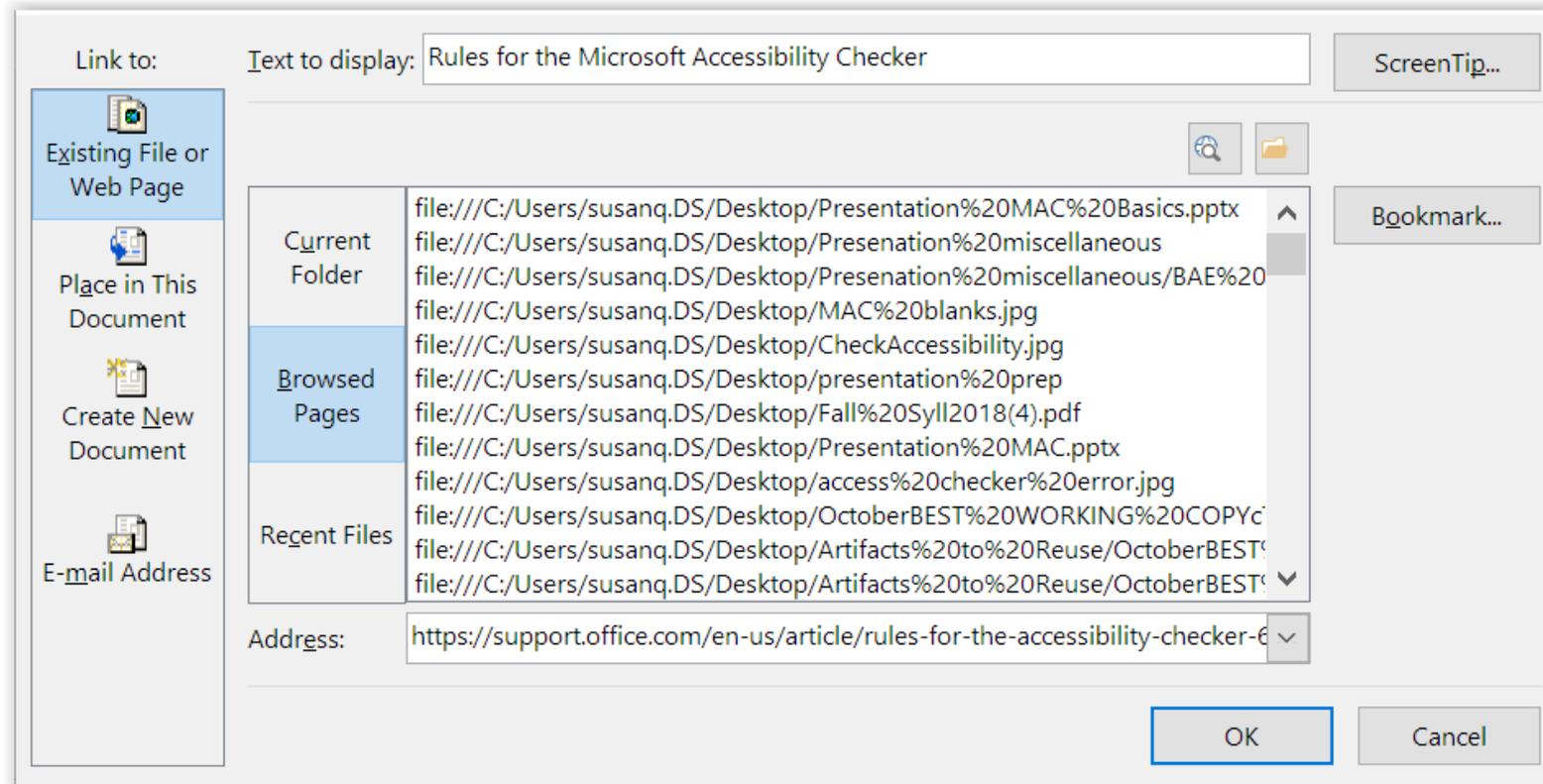
- Bulleted and numbered lists
- Use slide master
- Page / Slide numbers

Quick fixes

Alternative text



Hyperlinks

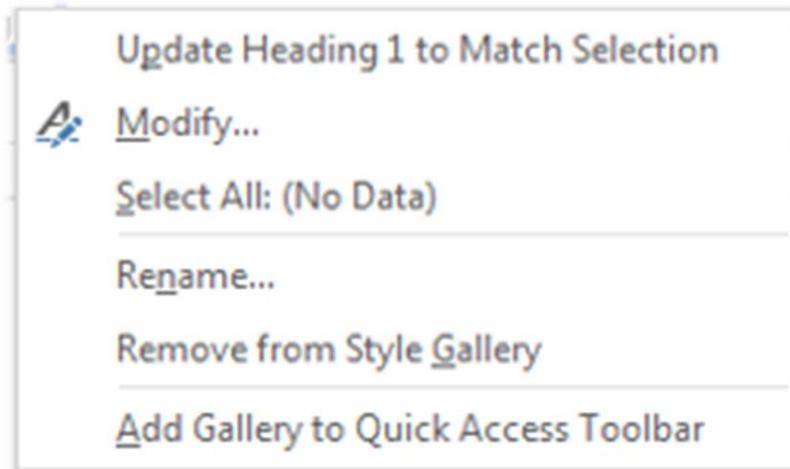


(A) [Rules for the Microsoft Accessibility Checker](https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1)

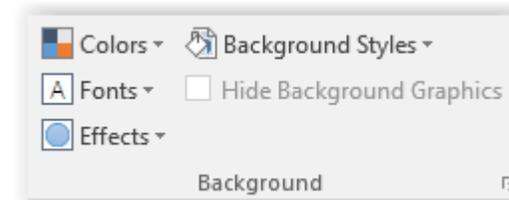
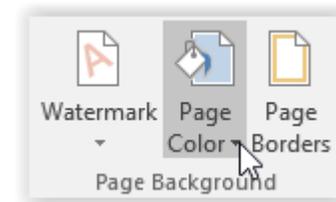
(B) Rules for the Microsoft Accessibility Checker <https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1>

Color contrast

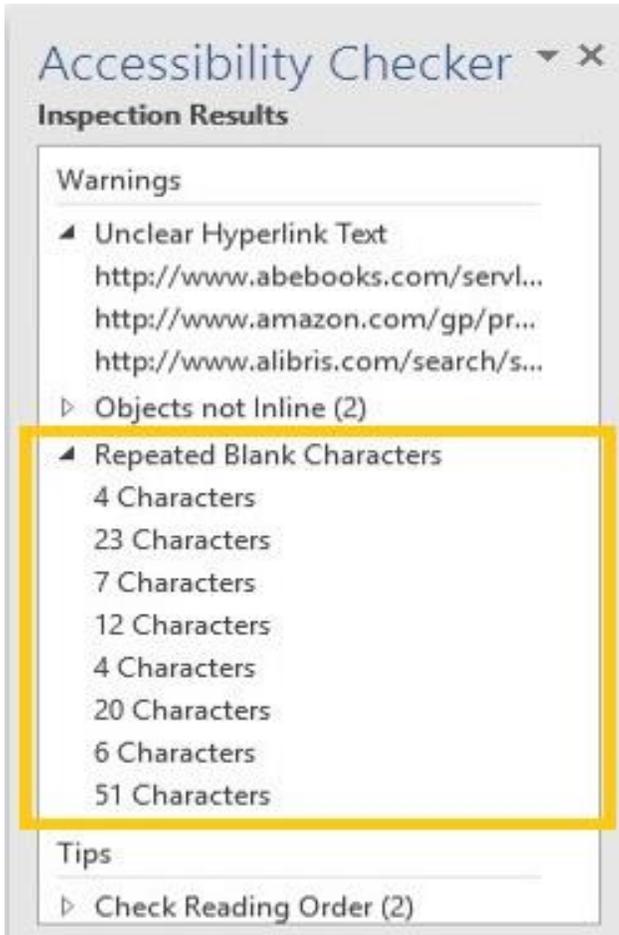
Text



Background



Blank Characters



Slightly more complex fixes

Reading Order

Class Notebook

Class Notebook

Welcome to the OneNote Class Notebook

Manage notebooks

Your notebooks

Student sections

Sample Class Quizzes

37

Selection

Show All Hide All

Slide Number Placeholder 8

Right Arrow 7

Picture 6

Picture 5

Picture 3

Content Placeholder 2

Title 1

(close-up on next slide)

Reading Order (close up)

The image shows a presentation slide titled "Class Notebook" with a "Selection" panel on the right. The slide content includes a "Class Notebook" icon, a "Welcome to the OneNote Class Notebook" dialog, and a "Manage notebooks" window. The "Selection" panel lists elements like "Slide Number Placeholder 8", "Right Arrow 7", "Picture 6", "Picture 5", "Picture 3", "Content Placeholder 2", and "Title 1".

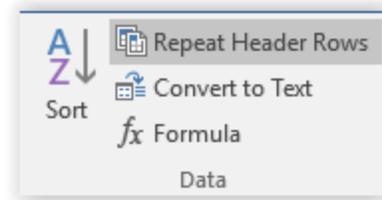
Slide Content:

- A** Class Notebook
- B** Class Notebook icon
- C** Welcome to the OneNote Class Notebook dialog
- D** Manage notebooks window
- E** Manage notebooks window (bottom)
- F** Yellow arrow pointing from the dialog to the window
- G** Manage notebooks window (right side)

Selection Panel:

- Show All
- Hide All
- Slide Number Placeholder 8
- Right Arrow 7
- Picture 6
- Picture 5
- Picture 3
- Content Placeholder 2
- Title 1

Tables

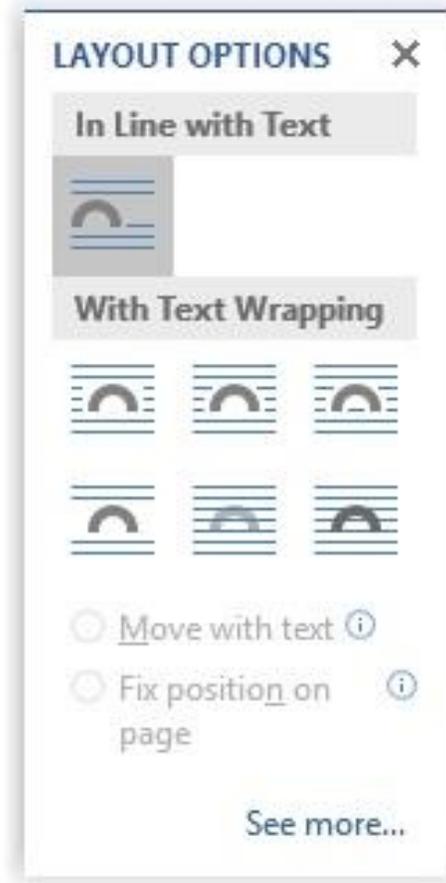


Score	Grade
90-100	A
86-89	B+
80-85	B
76-79	C+
70-75	C
66-69	D+
60-65	D
Below 60	F

Captions

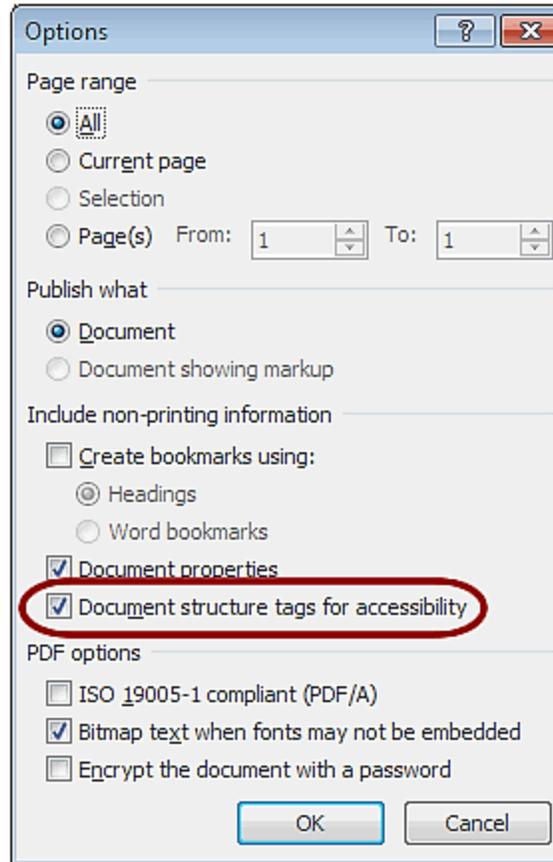
- **Goal is to provide equivalent experience**
- Audio only files = provide transcript
- Videos with audio = provide captions
- Transcripts provide searchable text
- Do not autostart media files; let user control the media

Objects Not Inline



Final thoughts

Save as PDF

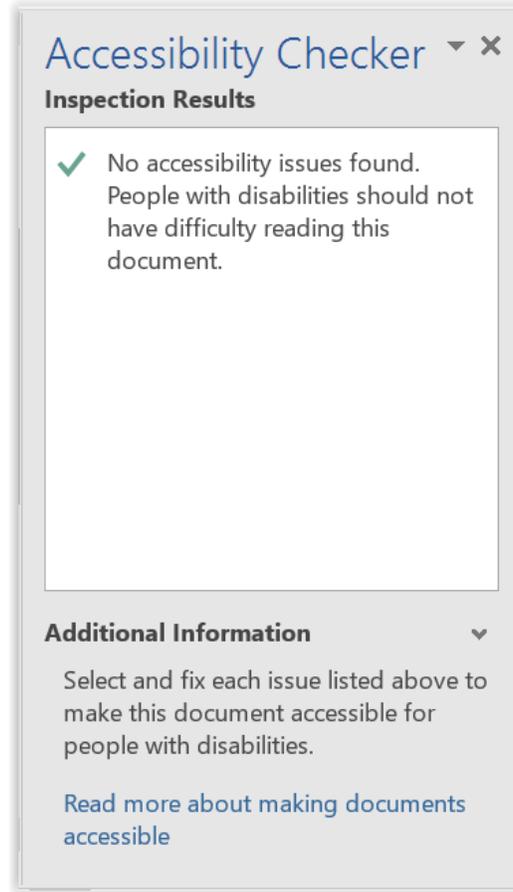


If Unable to Run

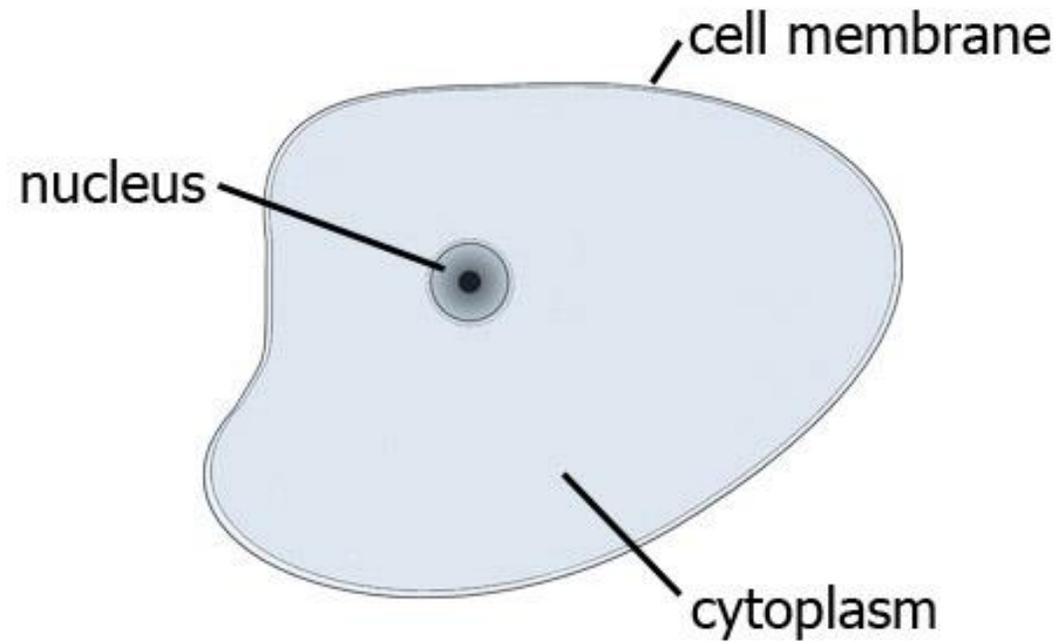


- Save as a .docx
- Close the file and re-open it

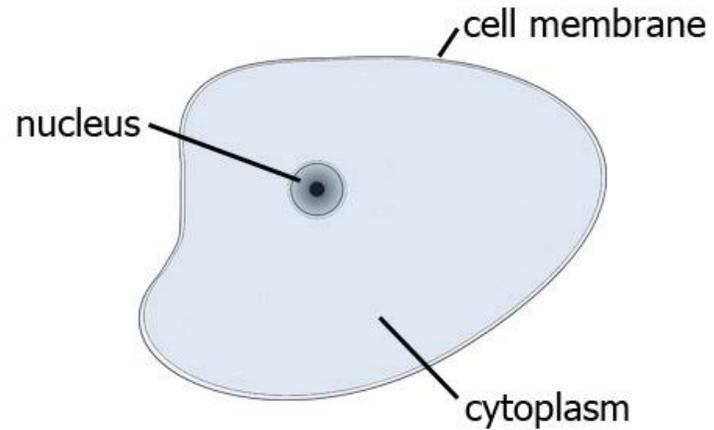
Your Goal



Example 1: Image



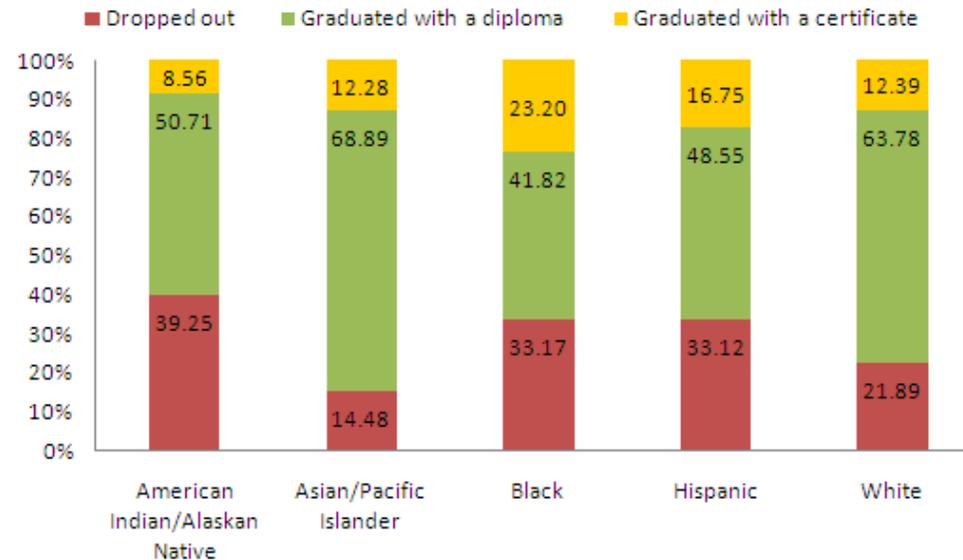
Example 1: Alt Text



“Animal cell diagram displaying its cell membrane, the nucleus, and cytoplasm.”

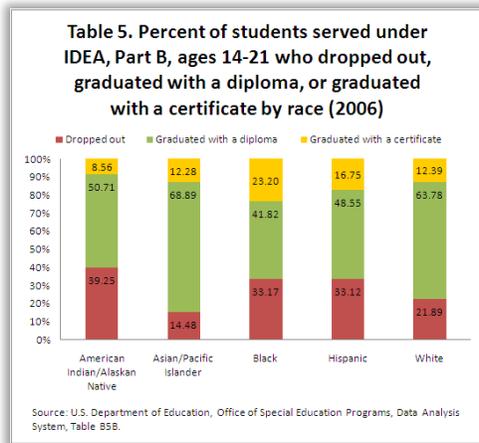
Example 2: Image

Table 5. Percent of students served under IDEA, Part B, ages 14-21 who dropped out, graduated with a diploma, or graduated with a certificate by race (2006)



Source: U.S. Department of Education, Office of Special Education Programs, Data Analysis System, Table B5B.

Example 2: Alt Text



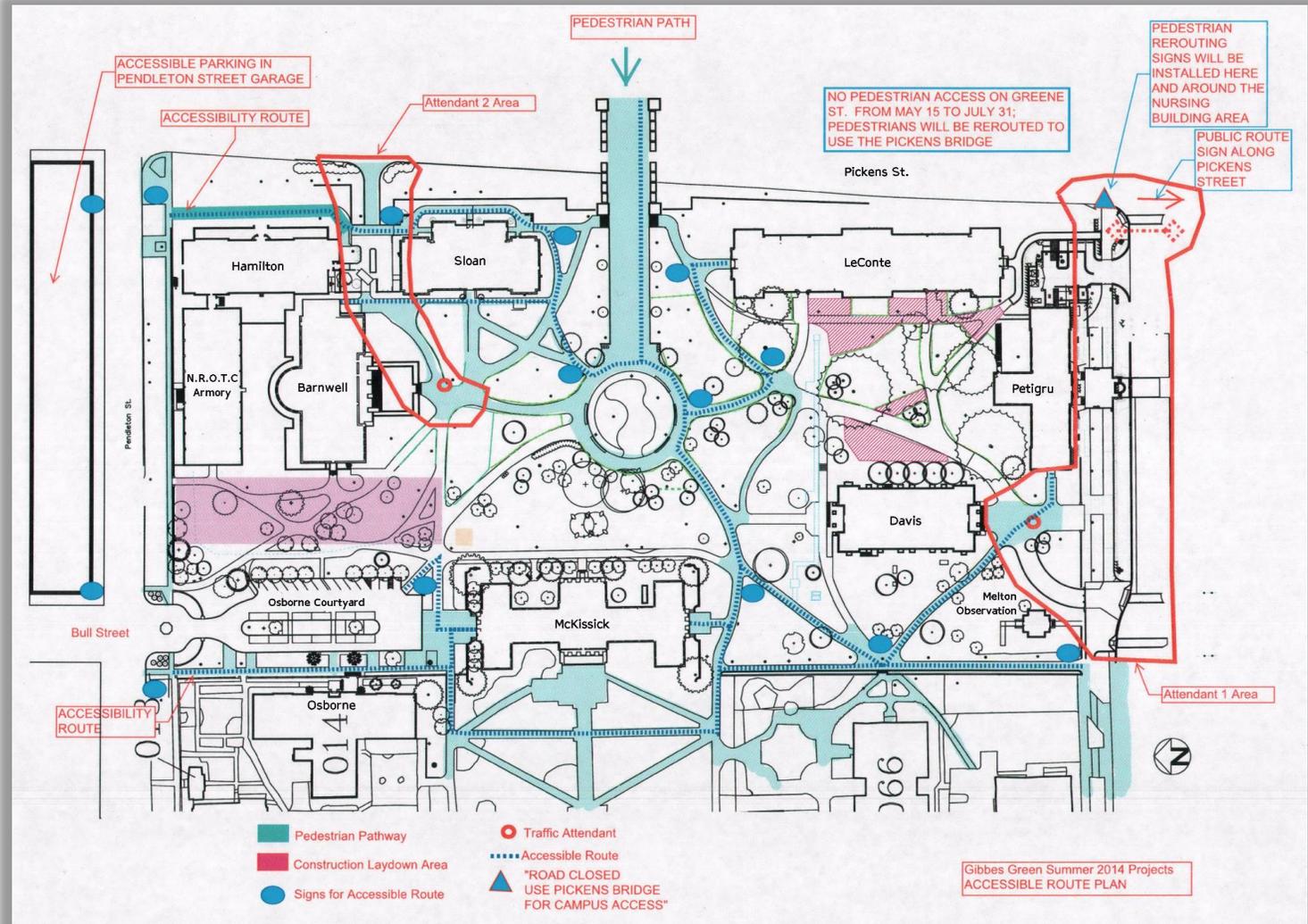
Another Option:
Create an accessible table with this data

“Table 5. Percent of students served under IDEA, Part B, ages 14-21 who dropped out, graduated with a diploma, or graduated with a certificate by race (2006).

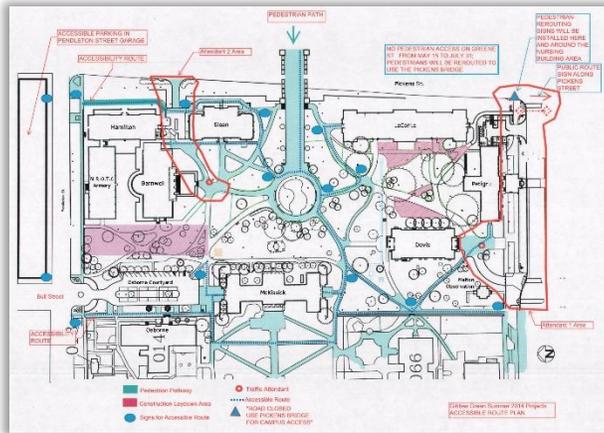
- American Indian/Alaskan Native, 39.25% dropped out, 50.71% graduated with diploma, 8.56% graduated with certificate.
- Asian/Pacific Islander, 14.48% dropped out, 68.89% graduated with diploma, 12.28% graduated with certificate.
- Black, 33.17% dropped out, 41.82% graduated with diploma, 23.20% graduated with certificate.
- Hispanic, 33.12% dropped out, 48.55% graduated with diploma, 16.75% graduated with certificate.
- White, 21.89% dropped out, 63.78% graduated with a diploma, 12.39% graduated with a certificate.

Source: U.S. Department of Education, Office of Special Education Programs, Data Analysis System, Table B5B.”

Example 3: Image



Example 3: Alt Text



“Blueprint of eastside of campus showing accessible routes and construction.

Construction 1: Starting at Pickens/Greene Streets intersection extending along Greene Street in front of Petrigru College and stops at Greene/Bull Streets intersection.

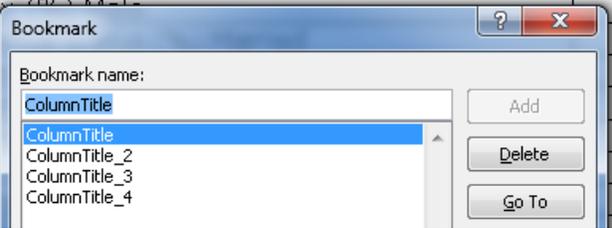
Construction 2: Starts within the walkway from Pendleton/Pickens Streets between Hamilton and Sloan Colleges and ends in front of Barnwell College.

Shortest accessible route to LeConte College starts at Pickens Street & Pendleton Street intersection.”

Microsoft Word – Tables (1)

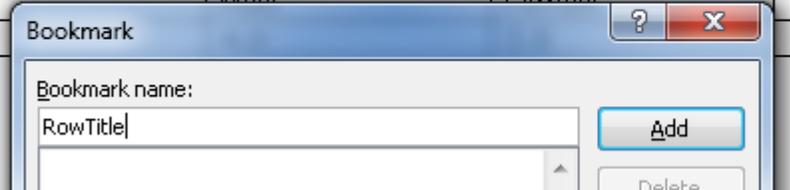
- If only **column headings**
 - Put cursor in column heading cell
 - **Insert** → **Bookmark**
 - Type “ColumnTitle”
 - Press [Enter]

Demographic variable	Physically disabled. (n=566)	Comparison. (n=460)
Age, M (SD)	50.8 (13.8)	51.3 (13.6)
Years education, M (SD)	10.5 _a (3.0)	12.3 (3.5)
Sex (%) Female	45	47
Sex (%) Male	55	53
Married	70 _a	80
Married	18 _a	13
Married	11 _a	7
Employed	28 _a	66
Employed	14 _a	22
Employed	57 _a	12



- If only **row headings**
 - Put cursor in row heading cell
 - **Insert** → **Bookmark**
 - Type “RowTitle”
 - Press [Enter]

Name	Joe	Taylor	Ashley
Birthdate	1-12-76	7-31-80	12-7-80
Sex	Male	Female	Male
GPA			3.5



Microsoft Word – Tables (2)

- If both **column and row headings**
 - Put cursor in cell where row and column headings meet
 - **Insert** → **Bookmark**
 - Type “Title”
 - Press [Enter]

	Joe	Jill	Ann
March	5	4	4
April	3		
May	4		

