

Microsoft Excel Requirements Checklist

1.0 Document Layout and Formatting Requirements

1.1 Do spreadsheets with numerous complicated formula cells have them indicated by a comment to alert users of their functionality?

More often than not, users with screen readers will be able to accurately read formulas contained in worksheets. However, for cases where multiple complicated formulas are used, it is advised to add comments that explain its function. To add a comment, right click on the cell containing the complicated formula and select Insert Comment (or Edit Comment if a comment already exists).

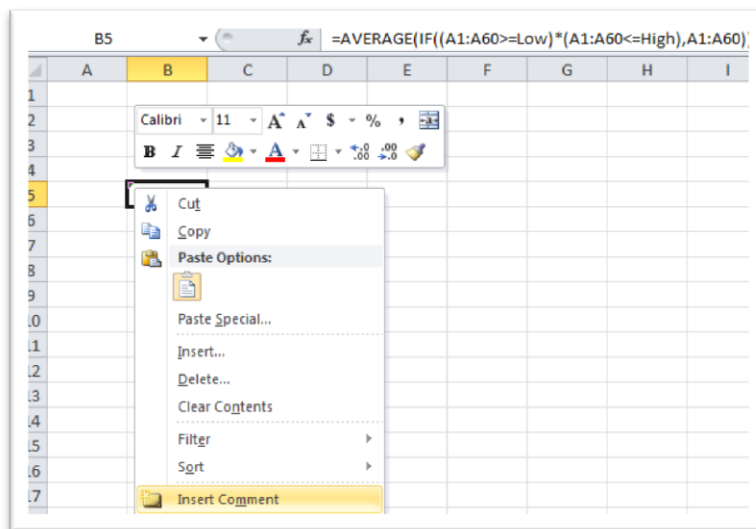


Figure 1: Inserting a comment for a cell

1.2 Are merged cells used only for formatting purposes within the table header?

Merged cells should only be used for formatting purposes (within the non-data section of the table). For example, merging the cells within a table header would be acceptable (see table example below) but would not be acceptable within the data area of the table.

	A	B	C	D
1	Sample Table			
2		Mon	Tue	Wed
3	Calls	12	14	11
4	Sales	7	8	3

Figure 2: Table with a merged cell within the table header.

1.3 Are all tables prefixed with the table name and table number?

Tables must be prefixed with their name and table number (if applicable). Additionally, this data must be separated from the data table itself so the screen reader can present it prior to reading the data table itself.

1.4 Are the header rows formatted to repeat on the top of the table if it goes from one page to another?

Table header rows must be formatted to repeat on the top of the table if it continues onto a new page. This allows the screen reader to re-state the header information each page. To access these settings, select the View tab, and enable the Page Layout view. Next select the Page Layout tab and press the Print Titles button. In the dialog displayed, press the button to the right of the text box labeled “Rows to repeat at top” and select your header row you’d like to repeat each page (see screenshots.)

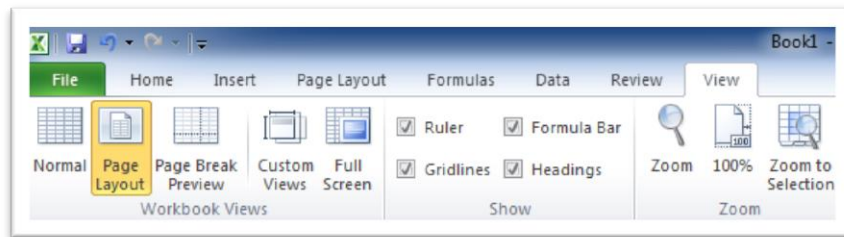


Figure 3: Accessing the Page Layout view

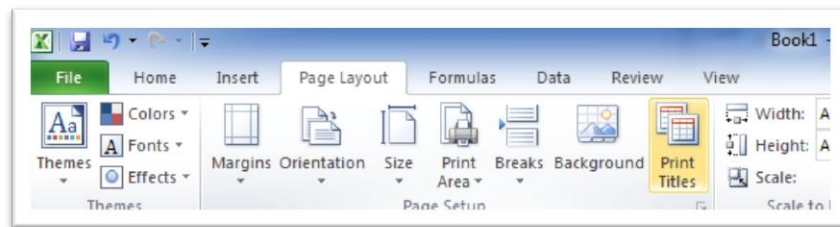


Figure 4: Accessing the Print Titles option

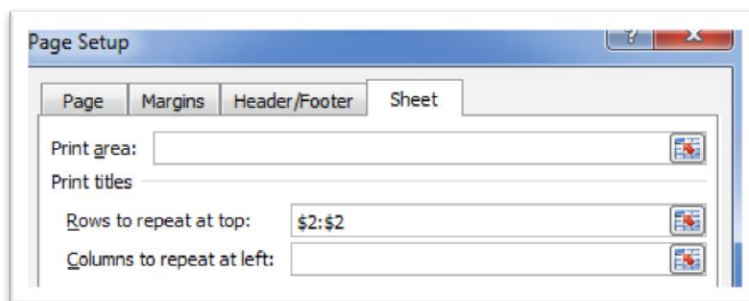


Figure 5: Setting rows to repeat at top of each page

1.5 Do all worksheet cells that contain hyperlinks display the full Web address?

Web links must display the full URL. For example, if you were linking to www.va.gov, to be 508 compliant you must put the full address: <http://www.va.gov>. URLs must always contain their correct prefixes (i.e. http://, https://, ftp://, etc).

1.6 Are all of the worksheet hyperlinks active?

Confirm that your links are working and the URLs are point to the correct destination. While working in Word, you can Ctrl+Click on the links and it will open them in the default web browser.

1.7 Are all of the active worksheets (within a workbook) given clear and concise names?

All worksheets in the workbook must have clear and concise names that allow the user (and screen reader) to identify the source and contents of the table.