

# Microsoft Excel Requirements Checklist

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## 2.0 Document Image Requirements

### 2.1 Do all the worksheet graphics (images and non-text elements) have alternative text (alt text) associated with them?

Images must have Alternative Text descriptions. To edit an images alternative text, right click on the image and select Format Picture. A dialog will appear with a menu on the left. Locate Alt Text, click it, and set a title and a description. The alternative text should succinctly describe the content conveyed by the element, without being too verbose (for simple objects) or too vague (for complex objects).

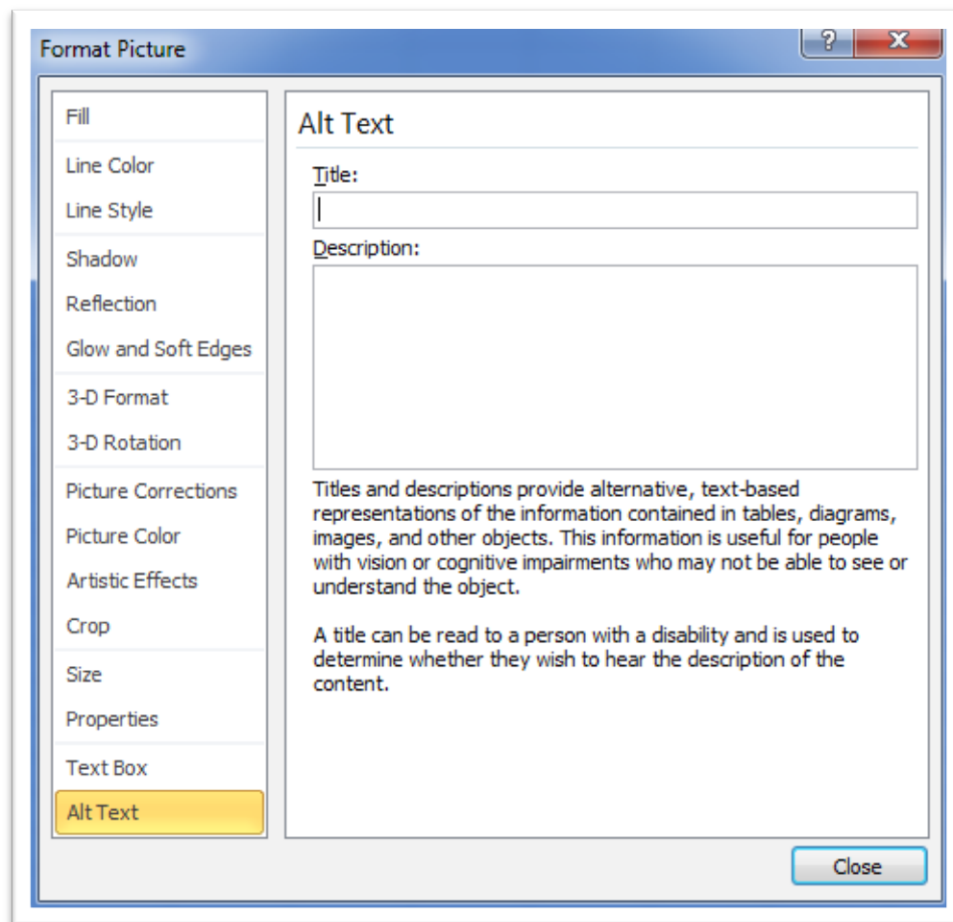


Figure 1: Alternative Text Description

## 2.2 Do all of the worksheets that have multiple associated images on the same page have them grouped as on object?

If your document contains multiple associated images, such as an organizational chart, they must be grouped as one object.

## 2.3 Do all worksheets that have grouped images have alternative text associated with the images?

Instances of grouped multiple images should also have Alternative Text (Alt Text) associated with the grouped image.

## 2.4 Were all of the charts created in Excel?

All charts must be created within Excel. Charts created outside of Excel should be identified as images and have alternative text present. See Figure 2 below for a sample chart.

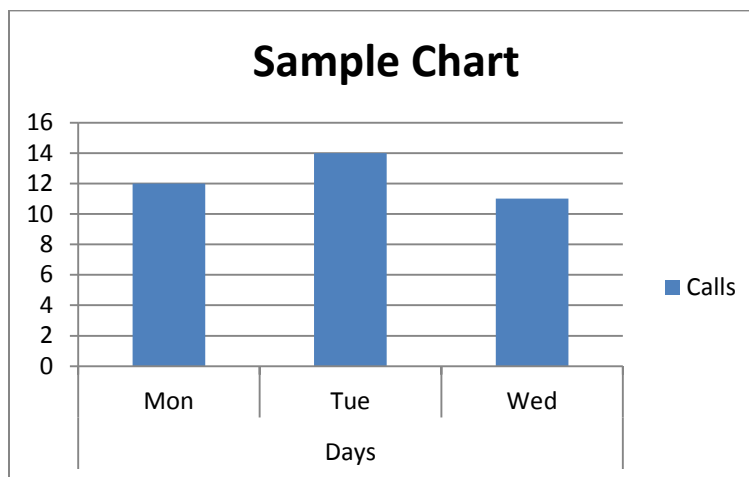


Figure 2: Sample table created in Excel

## 2.5 Do all of the charts have a Title, Legend, and Axis (X & Y) labels?

All charts should have a Title, Legend and Axis labels associated with them. This will give users a number of references point to use in order to correctly interpret the information being presented. See Figure 2 above for an example.

## 2.6 Do all complex images (i.e. charts, graphs, flowcharts, etc.) have description text immediately after the image?

Complex images must have descriptive text immediately after the image.

## **2.7 Do all decorative images that do not convey information have an empty alternative text?**

Purely decorative images shouldn't contain any alternative text. Follow the steps from 2.1 but ensure that the text fields are empty.