



# Fact sheet Accessibility

## Excel Microsoft Office 365

### E-Accessibility Solutions for Everyone

#### Table of contents

Sheet tab

Data range and table

Font, accentuation et language

Formatting texts

Colors and contrast

Image, graphic, incorporated object

Links

Accessibility checking

Accessibility issue Detection

Saving file

Conversion in PDF



Orange guidelines:

<https://a11y-guidelines.orange.com/fr/>

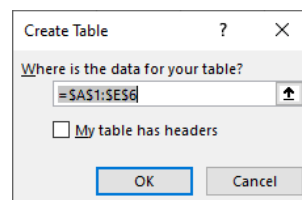
#### Sheet tab

Give a unique and explicit name to each sheet tab and delete the empty sheets.

#### Data range and table

Define explicitly data range as a table and use row and column header cells:

- **Define data range already created as a table** : move cursor on the 1st range cell; go to **Menu Insert > Table** ; check « My table has headers » if it is the case; Check cells range « Where is the date for your table ? » ; Validate.



- **Create any new data range as a table**: Move cursor on 1st cell of the future table; go to **Menu Insert > Table**; select the future range cells; check « my table has headers» if it is the case. A heading row is created with default names Column 1, Column 2... Replace by your table headers.

| Column1 | Column2 |
|---------|---------|
|         |         |
|         |         |

- **Specify headers row and column**: when the table is created, go to **Menu > Table design**; check Header row and/or First column in the group « Table style options»

- Header Row   
  First Column   
  Filter Button  
 Total Row   
  Last Column  
 Banded Rows   
  Banded Columns

Table Style Options

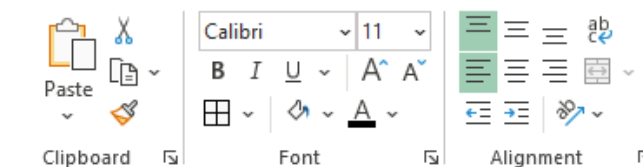
- Avoid embedded tables, cells fusion, empty cells, insertion of images
- **To copy a table in a Word or PowerPoint file**, paste it in the destination document choosing “keeping source formatting” option (do not paste as an image)

#### Font, accentuation, and language

- Use a simple character font, without serif (Arial, Calibri, Helvetica...).
- Check option “**Enforce accented uppercases in French**” in **menu File > Options > Proofing**.
- Specify used languages in the file if different from the default ones: **Menu Options > Language > Office authoring languages and proofing**

#### Formatting texts

- Align text to the left, avoid justifying it, centering it, or aligning it to the right
- Don't write sentence with only upper letters and avoid italic style



- Use page break instead of inserting empty lines to present data on several pages. Use **menu Page Layout > Break**
- Check « wrap text »: right click on cells, **Format cells, Text control**

## Colors and contrasts

- Ensure a sufficient contrast between text color and background color (compliant with Orange brand)

Note: colors can be customized in **menu Page Layout > Colors > Customize**, then reused by saving them in a new theme: **Page Layout > Themes > Save current theme**.

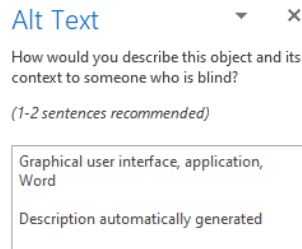
Page 3/6

- Ensure that the color is not the only way to give information. For example: a negative value has not to be indicated with the only use of red color – use also sign “-“)

## Image, graphic and embedded object

Provide an alternative text for any illustration (image, form, icon, SmartArt...), graphic or embedded file:

- **Content that carry information:** provide an alternative text which explains the information presented by the content. Select the content, **right click then edit alt text**.



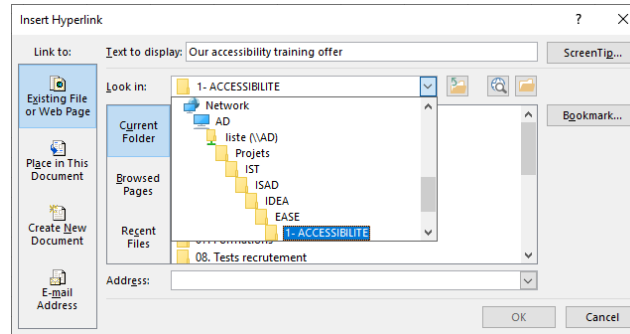
- **Decorative content:** select content, **right click then edit alternative text and check « mark as decorative»**
- **Link content:** provide an alternative text that describes the function or destination of the link
- **Complex informative content:** provide an alternative text which indicates the location of the detailed content description. This must be equivalent to the information presented by the content and must be nearby or accessible through a link.

Example: indicate where are the data of a graphic built from a table.

Page 4/6

## Links

- Provide explicit label names for links. Example: prefer « discover our offers » to « click here » or « see more ». Go to **Menu Insert link**, indicate the text to be displayed, the address and eventually a screen tip that will be displayed on hover



- For each downloadable file, indicate its name, format, weight, and file language (if different from the document one)

## Accessibility checking

Use the integrated accessibility checker: **Menu Review > Check accessibility** and fix detected issues using proposed solutions.

Page 5/6

## Accessibility issue detection

Errors automatically detected by the spelling and grammar options (File > Options > Proofing) or accessibility checker:

| Issue   | Detected |
|---|----------|
| Sheet without name                            | No       |
| Data range defined as table                   | No       |
| Font without serif                            | No       |
| Accent, language                              | Yes      |
| Text formatting                               | No       |
| Color contrasts                               | Yes      |
| Hypertext link names                          | No       |
| Non-aligned image or lack of alternative text | Yes      |
| Image with irrelevant alternative text        | No       |

## Saving file

Before saving, cursor must be in A1 cell in each sheet. If there are several sheets, go to the 1st sheet before saving

## Conversion in PDF

Save the Excel document in PDF format:

- Menu File > save as
- Select PDF
- Click on « Other options »
- Click on « Options »; check « document structure tags for accessibility »

Page 6/6