



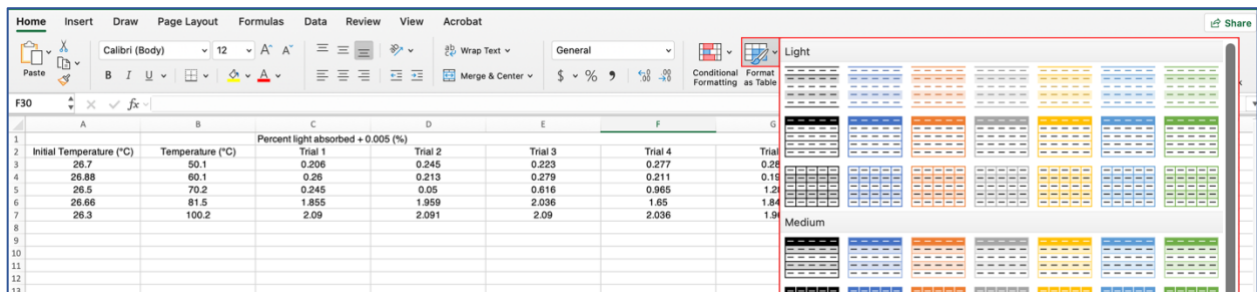
Making Microsoft Excel Data Tables Accessible

There are a few important components to making an Excel spreadsheet accessible for students using screen readers. Without structure, an unformatted Excel sheet becomes an overwhelming maze of data without meaning. Formatting your data correctly ensures it remains navigable and accessible for every learner.

Formatting as a Table

To ensure a screen reader recognizes your data structure, you must formally designate it as a table rather than just using borders and colors:

- Highlight the range of cells containing your data.
- Click the Home tab on the ribbon.
- Click Format as Table.
- Select any table style you prefer from the dropdown menu.

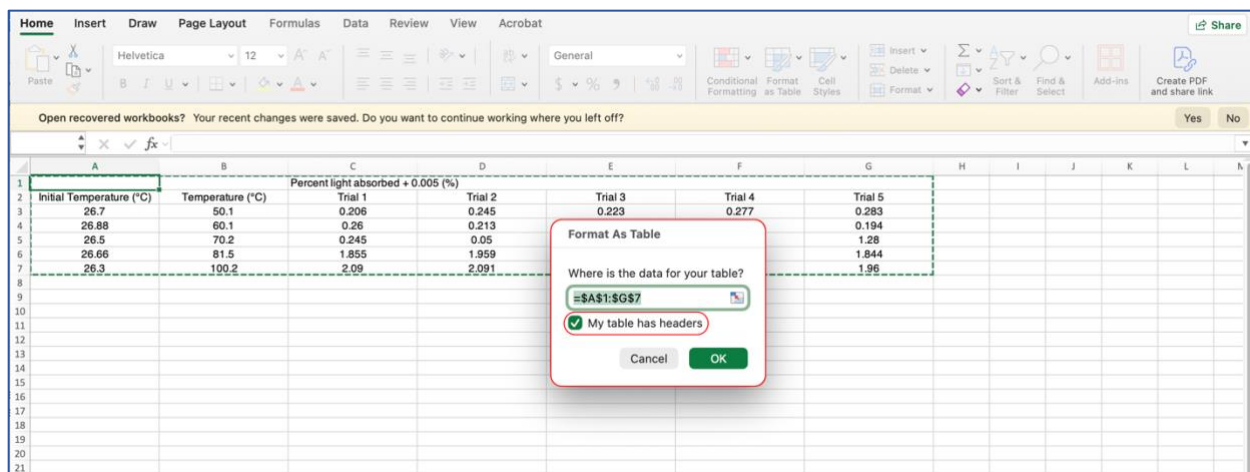


Defining Header Rows

Headers provide the necessary context for screen readers to announce what each piece of data represents:

- In the dialog box that appears after selecting your table style, check the box next to My table has headers.
- Click OK.

This tells Excel to treat your top row as column labels that screen readers can announce as the student navigates the data.



Simplifying Table Structure

To ensure the screen reader maintains a logical reading order from top to bottom and left to right:

- Avoid using merged cells, which can break the reading order.
- Do not leave blank rows within your data set.

Initial Temperature (°C)		Percent light absorbed + 0.005 (%)				
		Trial 1	Trial 2	Trial 3	Trial 4	Trial 5
26.7	50.1	0.206	0.245	0.223	0.277	0.283
26.88	60.1	0.26	0.213	0.279	0.211	0.194
26.5	70.2	0.245	0.05	0.616	0.965	1.28
26.66	81.5	1.855	1.959	2.036	1.65	1.844
26.3	100.2	2.09	2.091	2.09	2.036	1.96

Adding Alternative Text (Alt Text)

Alt text provides a brief description so students know what the table is for before they dive into the data:

- Right-click anywhere inside your formatted table.
- Select Table from the menu, then click Alternate Text (or Alternative Text).
- In the pane that opens, type a brief description of the table's purpose.

Initial Temperature (°C)	Temperature (°C)	Trial 1 Percent light absorbed + 0.005 (%)	Trial 2 Percent light absorbed + 0.005 (%)	Trial 3 Percent light absorbed + 0.005 (%)	Trial 4 Percent light absorbed + 0.005 (%)	Trial 5 Percent light absorbed + 0.005 (%)
26.7	50.1	0.206	0.245	0.223	0.277	0.283
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26.66	81.5	1.855	1.959			1.844
26.9	100.2		2.091			1.96

- Cut
- Copy
- Paste
- Paste Special
- Thesaurus...
- Refresh
- Insert
- Delete
- Select
- Clear Contents
- Sort
- Filter
- Table
- Insert Comment
- Format Cells...
- Pick From Drop-down List...
- Hyperlink...
- Open Hyperlink
- AutoFill
- Services

Totals Row
Convert to Range
Alternative Text...

Alternative Text

Description

Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object.

A title can be read to a person with a disability and is used to determine whether they wish to hear the description of the content.

CancelOK