

AED COP MS Excel 2016 Check Sheet

Use this check sheet to record [MS Excel 508 Accessibility](#) test results.

Document Properties

1. The Excel document (.xlxs) is saved with a descriptive filename.

The file type is Excel document (.xlxs) format.

Yes No

The filename identifies the document or its purpose.

Yes No

Text Formatting

2. The Excel document (.xlxs) uses built-in features to organize content

Each sheet follows the visual and/or logical reading order.

Yes No

Each sheet can be navigated using the up, down, right or left arrow keys and matches the visual/logical reading order.

Yes No

Links

3. Link names are descriptive.

Link names describe destination/purpose or describe context.

Yes No NA

Links have unique names.

Yes No NA

Headers, Footers, and Watermarks

4. Vital information in headers, footers, and watermarks is duplicated in the text.

Vital information in headers, footers, and watermarks can be selected.

Yes No NA

Data Tables

5. Data tables are created using built-in features.

Tables are not pictures.

Yes No NA

Tables are free of merged or split cells.

Yes No NA

Images and Other Objects

6. Images and other objects have descriptive text.

Images/objects/shapes have descriptive text or an appendix

Yes No NA

Color and Sensory Characteristics

7. Color and other visual characteristics are also textually described.

Meaning of color or other sensory characteristics is duplicated in text.

Yes No NA

Color Contrast

8. The color contrast between text and background is sufficient.

Text and Large Text (including images of text) pass with the Colour Contrast Analyser (4.5:1 for normal text and 3.1 for large text)

Yes No NA

Audio, Video, and Multimedia

9. Embedded audio, video, and multimedia are described accurately.

Audio-only content has an accurate and complete transcript.

Yes No NA

Video-only content has an accurate and complete description.

Yes No NA

Multimedia has accurate and complete synchronized captions.

Yes No NA

Multimedia has accurate and complete synchronized audio descriptions.

Yes No NA

Forms

10. The document has no forms.

Fillable forms are excluded from the document

Yes No NA

Flashing Objects

11. The document has no flashing objects.

Flashing objects are excluded from the document.

Yes No NA

Alternative Accessible Version

12. An alternative accessible version is provided

Alternate versions are equivalent and up to date.

Yes No NA

NOTES