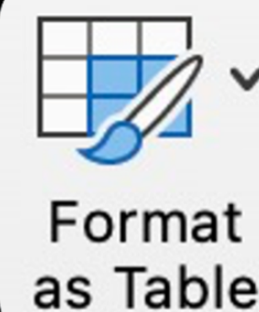




Enhancing accessibility of Excel spreadsheets

- Start information in **Cell A1** of **each** Worksheet.
- Always save file with **Cell A1** of **Worksheet 1** as the **active cell**.

- Use Excel's built-in functionality to format tables.



- Adjust row height or column width for formatting. Do not use multiple blank rows or columns.
- Use hyperlinks with descriptive link text to link up information.

Cell A1

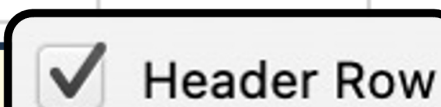
- Centered and descriptive title for the table.



Course Assessment

Assessment task	Full score	Weighting	Learning outcomes	Group work
Quiz	50	10%	5, 4	No
Mid-term Test	30	20%		
Essay	30	30%	1, 2, 3	Yes
Exam	40	40%	1, 2, 3, 4, 5	

- Always specify the headers of a table.

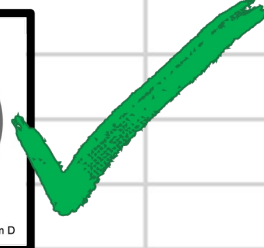
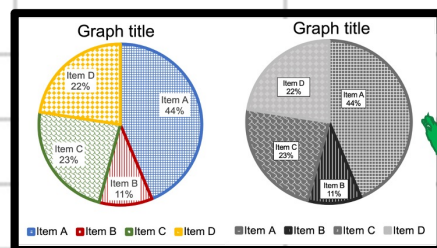
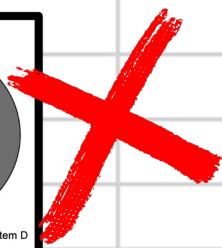
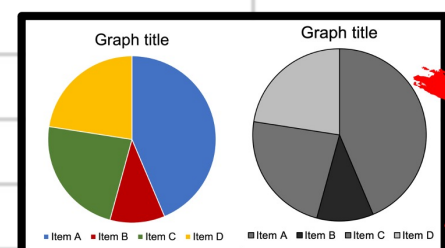


- Avoid merged cells, nested cells, split cells.

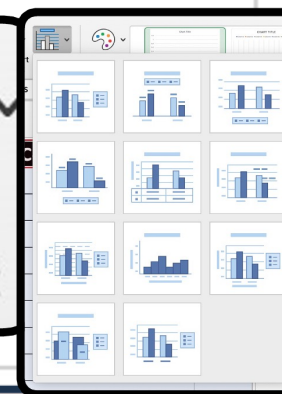
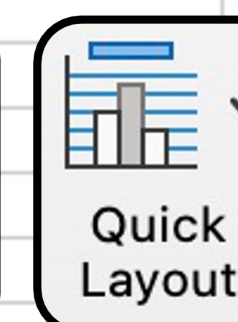
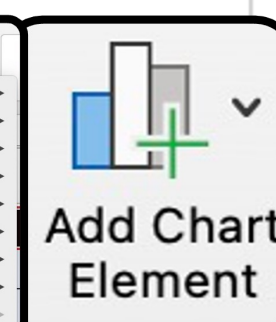
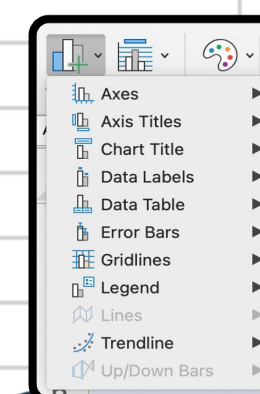
- Indicate cells that are intentionally left blank, e.g., "n/a", "no data".

- Ensure sufficient colour contrast between the text and background.

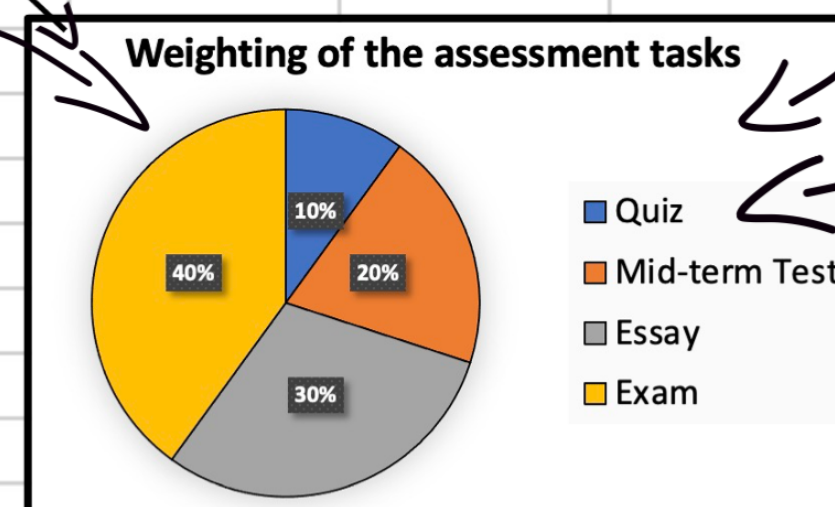
- Use multiple visual cues to present information, such as colour, pattern fill, line style (e.g., solid, or dotted lines), data labels, text description.



- Provide alternative text ("Alt Text") for tables and charts.
- Provide lengthy text descriptions in cells if needed.



- Format chart elements and layout to help users understand the charts.
- Basic elements: chart title, axes titles, data labels, legend.



End of Worksheet

- Add notification message to indicate the end of data.

- Give a descriptive name for each Worksheet tab.

- Use the Excel built-in Accessibility Checker to fix potential issues.

