****

**Excel Accessibility Standards Checklist for Instructors**

See Instructor Guidance on Meeting MLA Excel Accessibility Standards for instructions on using this checklist and meeting checklist standards.

1. Fonts are sans serif and 12pt or larger

\_\_ Yes \_\_ N/A

1. The spreadsheet uses a simple table structure and is only for data

\_\_ Yes \_\_ N/A

1. The spreadsheet specifies column header information

\_\_ Yes \_\_ N/A

1. Cell A1 contains text

\_\_ Yes \_\_ N/A

1. All visuals include alternative text of 1 or 2 sentences or are marked decorative

\_\_ Yes \_\_ N/A

1. Hyperlink text is accurate, concise, makes sense out of context, and stands out.

\_\_ Yes \_\_ N/A

1. There is sufficient contrast between text and background colors

\_\_ Yes \_\_ N/A

1. All worksheets have unique, clear, and descriptive names

\_\_ Yes \_\_ N/A

1. There are no blank worksheets

\_\_ Yes \_\_ N/A

1. Cells and ranges are named

\_\_ Yes \_\_ N/A

1. Tables within a file are named and accessible

\_\_ Yes \_\_ N/A

1. Accessibility Checker returns no errors after checking, closing the document, and checking again

\_\_ Yes \_\_ N/A