

Step-by-Step Instructions – Electronic Documents

Microsoft Excel

1. **Use Clear Column and Row Labels**
 - Ensure headers are descriptive.
2. **Create Headers with Cell Styles**
 - Use the **Cell Styles** menu to format headers (e.g., Heading 1).
3. **Add Alt Text to Images and Charts**
 - Right-click chart or image > **Edit Alt Text**.
4. **Use Clear, Readable Fonts and Colors**
 - Avoid color-only cues; use text labels and high contrast.
5. **Create Tables with Header Rows**
 - Select data > Insert > Table.
 - Confirm **My table has headers**.
6. **Use Named Ranges for Navigation**
 - Use **Name Manager** to create named ranges.
7. **Check Accessibility**
 - No built-in checker; review visually or with screen reader tools.
8. **Save as PDF (Optional)**
 - File > Save As > PDF.