Word

Word Category	What	How
	Apply **Heading** styles. Modify **H**	

Word and All

All Category	What	How
	Format all images and other content to be **Inline with text** so you can avoid floating objects. (Word only). TIP: If you click on an image and see an anchor icon this indicates that it is not inline. Apply **Alt Text** to each image. If the image is decorative add the word 'decorative' as the Alt Text. Choose images for **relevance**. Avoid **text** within images. If text is used in an image include the text in the Alt Text. Also, use a **plain background** behind the text so it is easily seen.	To make an image inline: Right click image, **Text wrap**, **Inline with text** To apply Alt Text: Right click image, **Format Picture**, **Layout** and **Properties**

All Category

PowerPoint Category	What	How

Alt Text applied. (Useful when items

Alt Text applied. (Useful when items

Excel Category	What	How
	If using multiple headings inside a spreadsheet apply **heading styles**. Avoid merged or split cells and nested tables. Avoid empty rows or columns and blank cells.	
	Use **descriptive headings** and labels. Specify header row. Select a table style to add **banding**. Selecting colours to give **high contrast**. Highlight **header row** and **first column**. Convert table into a **List**.	To convert a table to a list: Click in the table, press **Control + L** on the keyboard: - Make sure you click the checkbox for **My table has headers**. - Give the table a **Name** via the contextual tab (helps to navigate or use in formulas).

PDF Category	What	How
	First make your document or presentation accessible and then convert to PDF.	
	Provide a title in the Word document in Document Properties.	
	Don't use the print to PDF option from the print dialogue box to convert to PDF. Use one of the methods listed opposite.	
	Check that **tags for accessibility** will be added for the converted file.	