Quick Start Guide
Accessibility – MS PowerPoint 365 Online

Introduction:

In this QSG, you will be presented with how to utilize the accessibility checker that is built into Microsoft PowerPoint 365 Online. This QSG is for the web-based/browser-based version of Microsoft PowerPoint 365. A separate QSG has been created for the stand-alone/desktop app of Microsoft PowerPoint 365 and Microsoft PowerPoint 2016.

The idea behind an accessibility checker is to assist in ensuring that a set of standards are met to allow for those with disabilities have the same the level of access as their non-disabled peers.

Accessing the Checker:

Once you are done with your file, make sure that you have it saved. Now, click on “Review” in the top menu in PowerPoint.

Now select “Check Accessibility” on the secondary menu.
Accessibility Report:

The report will be displayed on the right-side of the screen.

It is broken into two sections:

- Errors
- Tips

An error is something that must be fixed to comply with the minimum standards of accessibility.

A warning is a recommendation for accessibility improvement, but not a requirements.

Common Errors & Tips:

Some of the most common errors seen in this report are:

- Missing Alt Text: This is the text that accompanies a picture. It allows a “screenreader” application for visually impaired students to be told what the picture is.
- Duplicate Slide Title: The slide titles, much like the Alt Text should be descriptive of what is being presented.
- Slide Transitions/Animations: Do not use animated or automatic slide transitions. The viewer should be able to control the speed at which the slides are advanced.

Accessibility Recommendation:

Users are strongly encouraged to utilize a pre-built/pre-loaded template under the “Design” tab in their PowerPoint presentations and make use of the existing Master Slides.