

RESOURCE PAGE MICROSOFT POWERPOINT

MICROSOFT WEBSITES

Accessibility support for PowerPoint

<https://support.office.com/en-us/article/Accessibility-support-for-PowerPoint-9d2b646d-0b79-4135-a570-b8c7ad33ac2f>

- Get started using accessible features in PowerPoint
- Work with text, images, tables, videos, audio, and charts
- Share and co-author presentations
- Deliver presentations
- Save and print presentations

Make your PowerPoint presentations accessible to people with disabilities

<https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

- Windows, Mac, iOS, Android, Windows for mobile devices, Web: Best practices for making PowerPoint documents accessible
 - **Add alt text** to visuals in Microsoft 365
 - **Add alt text** to visuals in Office 2019
 - **Add alt text** to visuals in Office 2016
 - Make hyperlinks, text, and tables accessible
 - Make slides accessible
 - Use captions, subtitles, and alternative audio tracks in videos

Improve accessibility with the Accessibility Checker, Windows, MacOS, Online

<https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>

- Use the Accessibility Checker
- Fix recommendations with ease
- Check accessibility while you work
- Don't see Accessibility Checker?

Everything you need to know to write effective alt text

<https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2>

- When to use alt text?
 - Images and pictures
 - Diagrams, flow charts, and charts
 - Videos
- When not to use alt text?
 - Decorative visual objects
 - Slicers and tables
- How to add alt text to an object?
- Tips for using alt text in Microsoft Office
- Automatic alt text
- Where to find alt text functional guidelines – additional resources

Rules for the Accessibility Checker

<https://support.microsoft.com/en-ie/office/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1>

- Accessibility Checker rules
- Accessibility Checker errors, warnings, and tips
- Accessibility Checker limitations
- What's new in Accessibility Checker

Accessibility video training

<https://support.office.com/en-us/article/video-create-more-accessible-slides-794fc5da-f686-464d-8c29-1c6ab8515465>

- Create more accessible slides
 - Create slides with proper reading order
 - Modify the reading order
- Improve image accessibility in PowerPoint
 - Tips for improving image accessibility
 - Add alt text to a chart, picture, or other visuals
 - Group layered images (flow charts, certain types of drawings)
- Use more accessible colors and styles in slides
 - Use an accessible template
 - Tips for accessible color and style choices in PowerPoint
- Design slides for people with dyslexia
 - Fonts
 - Text
 - Speaker notes
 - Layout and design
- Save a presentation in a different format
 - Create a Word version of a presentation
 - Make the Word version of the presentation more accessible
 - Add slide headings
 - Add alternative text to slide images
 - Check the document for accessibility

OTHER WEBSITES

WebAIM PowerPoint Accessibility:

- <https://webaim.org/techniques/powerpoint/>

Points of Access with Phillip White: Using Accessibility Checker in PowerPoint to Fix Errors

- <https://www.youtube.com/watch?v=YtR920ncMjM>

University of Washington: Creating Accessible Presentations in Microsoft PowerPoint

- <https://www.washington.edu/accessibility/documents/creating-accessible-presentations-in-microsoft-powerpoint/>