

# Microsoft presentations checklist

# PowerPoint accessibility

This list has been designed to assist you during the creation of a learning resource. You will need to use your own judgement about what is or isn't appropriate, as this will change depending on your particular context.

## Text

- Text is size 24 and larger for headings.
- Sans serif font used (Arial, Verdana, Comic Sans).
- Text colour not used to convey meaning.
- Contrast high between the colour of the text and the slide background.
- No underlined text or italics.
- Text is short and concise and expanded upon points within the notes section

## Layout

- Slides use the default PowerPoint layouts.
- Animations are simple and help organise information into manageable chunks.
- Each slide has a unique title.
- Outline view shows all text based content.

## Links

- Meaningful text is used for hyperlinks/web links.
- Screen tips have been added to links.

## Images, tables, graphs and charts

- Appropriate alternative text has been added to images, graphs, charts and tables.
- Images do not contain text that is not provided elsewhere.
- Tables have a simple structure with column and row headers identified.

- Charts and graphs do not use green, red or pink.

## Audio and Video

- Audio linked to or contained within the document has transcript available.
- Video linked to from the document has transcript or closed captioning available for audio.

## Notes

- Add the text from the slides to the note section.
- Expand upon these points if needed in the notes.

## Final Checks

- The accessibility checker in Office 2010 has found no accessibility issues.

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