PowerPoint and Excel Key Points

# PowerPoint Top 4 –

## Slide Designs

* Use what are available and use the slide layouts that come standard.
* If you build your own and want logos/features on every slide or on beginning or ending slides, create in slide master rather than adding features and background to individual slides (this only works well if done correctly, so if you want to know how to, we can provide more in-depth training on using slide masters for accessibility).
* This keeps your slide order correct, prevents repeated figures that are essentially decorative.

## Unique Titles

* Like headings in a Word document, each slide should have a title and each title should be unique. That is how assistive tech navigates this kind of document.
* Using the layouts with titles ensures that you don’t miss a slide.

## Shapes/Charts/Graphs/Tables need Alt Text

* As in a Word document, all figures or images need alt text.
* Avoid using shapes as only way of conveying meaning.
  + Ex. Arrows, stop signs, stoplights, etc.
* Shapes and Smart Art appear more often in PowerPoints and will need alt text.
  + Smart Art, if you use it, should be created, saved as a picture, and then replaced by the picture—otherwise it shows up as individual pieces that do not have alt text when you turn it into a PDF.
  + The information conveyed by SmartArt or charts needs to be communicated either as alt text (if it is one or two sentences long) or as part of the text of the slide if it is longer.
  + Tables and charts also need alt text communicating the purpose of the table or chart succinctly. Alt text should not be more than a few sentences long, so if a long description is necessary because the content of the graph/chart is not communicated elsewhere or unable to be accessed by assistive tech, the description should be moved to a slide of its own and referenced in the alt text.
* Easiest way is to right click on the image and select Format shape/picture/object. Then select the box icon in the formatting pane and enter the Title and Description.
* Tables in PowerPoint do not transfer gracefully to PDF. They typically get messy and difficult to fix. Avoid using them in PowerPoints when possible.

## Reading Order and the Selection Pane

* Reading order of items on slides is determined by the layout.
* If you create your own layout or add to an existing layout, you will need to check reading order manually.
* You can check reading order manually by using the Selection Pane
  + Type Selection into the search box with the light bulb at the top
  + Choose Display the Selection Pane.
* In the Selection Pane, reading order goes from bottom to top. Selecting an item will highlight it on the slide.
* You can change the reading order by dragging an item up or down in the list.

# Excel Top 4 –

## Unique Tab Names

* Just like headings or slide titles, every tab needs a unique name.
* Like hyperlink text, it should accurately represent the content of the sheet.
* Avoid abbreviations and keep names short.
* Rename tabs by right-clicking and selecting rename.

## Hyperlinks

* Hyperlinks can be used in individual cells to link to email, websites, files, or data within the same workbook.
* If you hyperlink, make sure to change the link text to be specific and succinct.
* If you link within the document, make that text specific as well.
* To edit a cell with a link in it, select and hold down the mouse button. Clicking quickly will activate the link rather than open the cell.

## Tables

* Don’t skip rows or leave blank cells.
* Do not use two cells for one piece of information—put all info in one cell.
* Keep structures simple—do not split or merge cells
* Define your header row. Easy to do this using Format as Table

### Using Format as Table features

* Automatically sets header row
* Gives you colors—but be aware of contrast issues!! Just because it is available doesn’t mean it is contrast appropriate
* Provides the Table Design tab which allows you to customize and name your table.

## Alt Text

* Everything from the PowerPoint section on alt text applies here too.
* Charts, graphs, and tables need a title and description in their alt text area
  + Title lets someone know if they want to explore further
  + Description provides context and type of data that can be expected.
* Accessing the alt text screen for charts, graphs and Smart Art is the same as in PowerPoint, but finding the Alt Text area for a table is a bit different.
* To access Alt Text on table in Excel:
  + Right click on the table
  + Scroll down to Table item in menu
  + Select Alternative Text option