Commonwealth of Massachusetts

Executive Office of Technology Services and Security (EOTSS)

Accessibility Center for Education, Consultation, and Support Services (ACCESS)

Microsoft Excel Accessibility Testing Checklist

Each level requires document creators to develop their accessibility skillset by adding more manual testing and validation. Each level includes and builds off of the items in the preceding levels (e.g., Level 2 encompasses the items in Levels 1 and 2, Level 4 encompasses the items in Levels 1, 2, 3, and 4).

- Level 1: Run automated tests and fix any errors found
- Level 2: Manual verification of visible content
- Level 3: Manual verification of document properties
- Level 4: Preparing to finalize

Microsoft Excel Documents

Level 1:

- ☐ Was the automated accessibility checker or accessibility assistant used?
- ☐ Were any errors found fixed?

Level 2:

- ☐ Is there text in cell A1 of each sheet?
- ☐ Are the font choices clear, legible, and adhere to minimum font size recommendations?
- ☐ Are sans serif fonts used for the body text?
- ☐ Is all hyperlink text unique and descriptive?
- ☐ Is the use of color only to indicate meaning avoided?
- ☐ Do all images have meaningful alt text and graphics irrelevant to the content set as decorative?
- ☐ Is each table formatted as a table and does each have a header row and/or header column?
- ☐ Does the document avoid using table cells to visually format content (e.g., cells used as form fields rather than data)?

Level 3:

- ☐ Does the document contain proper metadata (e.g., title, language)?
- ☐ Is plain language used, avoiding jargon, and spelling out abbreviations the first time they're used?
- ☐ Is directional and/or sensory language avoided (e.g., "the image to the right" or "the blue icon")?
- ☐ Is the content visible in high contrast mode and dark theme?
- ☐ Are images of text avoided?
- ☐ Are merged, spanned, or blank cells for visual formatting avoided?
- ☐ Does each table, range, worksheet, and workbook have a unique name? Are blank sheets avoided?
- ☐ Does the color contrast between text and background, link text and background, and graphics and background meet 4.5:1 for text and 3:1 for large text and images minimum contrast requirements?

Level 4:

- ☐ Are text alternatives provided for complex charts and graphs?
- ☐ Are graphics clear and understandable in grayscale?
- ☐ Is a PDF export or Save as PDF avoided for complex spreadsheets?
- ☐ Is language translation provided for critical information?

Document Change Control

Version No.	Revised by	Effective Date	Description of Changes
1.0	ACCESS Team	August 1, 2025	Initial document