Commonwealth of Massachusetts

Executive Office of Technology Services and Security (EOTSS)

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

Microsoft PowerPoint 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 PowerPoint Documents

Level 1:

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

Level 2:

- ☐ Are slide titles unique and present on each slide?
- ☐ Is the slide layout simple and does it avoid a complex reading order?
- ☐ Are the font choices clear, legible, and adhere to minimum font size recommendations (18+pts)?
- ☐ 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 slide content set as decorative?
- ☐ Do all tables have a header row and/or a header column?
- ☐ Are tables avoided for visual formatting of content?
- ☐ Are flashing or blinking elements avoided?

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 all tables simple with no merged, split, or empty cells or multiple header rows?
- ☐ Does all embedded or linked multimedia contain closed captions, audio description when necessary, and a transcript?
- ☐ Are slide transitions and animations used sparingly?
- ☐ 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 excessive carriage returns or line breaks avoided to create white space between paragraphs or list items?
- ☐ Are emojis or other non-standard symbols avoided for bulleted and numbered lists?
- ☐ Are graphics clear and understandable in grayscale?
- ☐ Is "print to PDF" avoided when saving or exporting the slide deck?
- ☐ 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