Accessibility Checklist for Microsoft PowerPoint Presentations

Presentation Theme and Slide Layout

- ❑ Presentation uses one of PowerPoint's built-in themes (templates).
- ❑ Slides are formatted using PowerPoint's built-in Slide Layouts.
- ❑ Slides contain unique titles and use the layout placeholders for other content.
- ❑ Items on the slides are presented in a logical reading order.
- ❑ Slide design is simple and slides are in a layout that is consistent throughout the presentation.
- ❑ Slide Transitions and Animations are simple.

Font Formatting

- ❑ Simple, sans-serif font is used and is at least 24 pts. for bullets. Titles at least 40 pts.
- ❑ Document contains no flashing or blinking text.

Color

- ❑ Color is not used as the only means of conveying information or showing emphasis.
- ❑ Foreground and background have strong color contrast.
- ❑ Hard to read color combinations are not used.

Charts and Graphs

- ❑ Patterns are used in addition to high contrast color to distinguish between data types.
- ❑ Charts and Graphs include titles, legends and axis labels.
- ❑ Charts and Graphs contain alternative text.

Tables

- ❑ Column header row is specified in tables.
- ❑ Simple table structure is used and table does not contain nested tables (tables within tables) or merged cells.
- ❑ Table does not contain blank rows, columns or cells.
- ❑ Table contains alternative text.

Images & Objects

- ❑ Alternative text is added to images, clipart, tables, shapes, and other objects so people who use assistive technology understand the image content.
- ❑ Images and object are positioned "In Line" with text and are not set for text wrapping.

Hyperlinks

- ❑ Hyperlink text is meaningful and provides a clear description of the link destination, rather than the URL alone.

Audio and Video

- ❑ Transcripts are provided for all embedded audio and video is closed captioned.