

Course Overview:

This course is designed for students who need to make all their Office files accessible under the new law (ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)). In this course, you will learn the Office features and commands to efficiently create accessible files. Note: We have a separate course designed specifically for Word Accessible Documents.

Course Content:

Accessible Excel Files

- Using the Principles of Good Worksheet Design to Create an Accessible Excel File
- Using Cell Styles to Format
- Placing Separate Tables on Different Sheets
- Properly Formatting a Table
- Creating Meaningful Sheet Names
- Creating Meaningful Hyperlink Text
- Adding Alternative Text to All Objects
- Deleting Sheets that Are Not Used

Accessible Outlook Emails

- Using Styles for Headings and Body Text in an email
- Setting the Paragraph Spacing and Line Spacing as a Default
- Using the Bullets and Numbering Command for Lists
- Using Alternative Text for Objects
- Using a Simple Table Structure
- Adding Meaningful Hyperlink Text

PowerPoint Files

- Using the Principles of Designing Professional Slides to Create an Accessible PowerPoint File
- Using the Slide Master and Slide Layouts Efficiently
- Adding Alternative Text for All Objects
- Adding Captions for Videos
- Formatting a Table Properly
- Using the Outline View and Notes View to Explain Your Slide
- Using the Selection Pane to Hide Items on a Slide
- Setting the Reading Order of Slide Contents