

Microsoft Excel Accessibility Checker

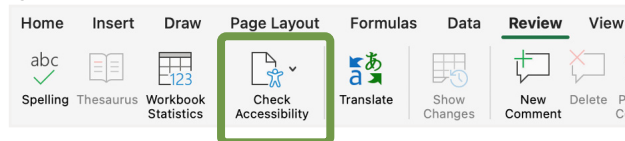
MS Excel Accessibility Checker

The Excel Accessibility Checker is an easy-to-use, built-in tool that scans your workbook for common accessibility issues. It helps ensure that your spreadsheets are clear, navigable, and inclusive for all users—especially those relying on assistive technology. The checker can be accessed the same way in both the installed desktop application and browser version.

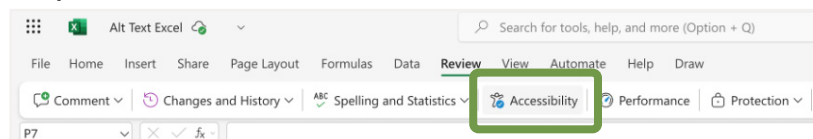
How-To Locate the Accessibility Checker:

1. Launch Excel and open your spreadsheet.
2. Select to the **Review** tab on the ribbon.
3. Select **Check Accessibility**.

Desktop preview:



Browser preview:



4. A panel will open on the right with a list of issues with suggestions. Select an issue to see detailed instructions and update your document accordingly.
5. After making changes, run the checker again to confirm that all accessibility issues have been addressed.

If you are using the desktop version, you can also navigate to the **Accessibility Checker Panel** by selecting the “Accessibility” status button at the bottom of the window. This button will update as you make changes to bring your documents into compliance.

Note: In most cases, there are expanded accessibility features in the application compared to the web-based equivalent.

