Accessibility While Using Microsoft

Microsoft has put out a series of videos that walk through how to use Microsoft products in the most accessible way. In the intro video they call it “inclusive design” and they have guidance for Outlook, Word, Excel and PowerPoint. You can check out [Microsoft page on accessibility](https://support.microsoft.com/en-us/office/accessibility-video-training-71572a1d-5656-4e01-8fce-53e35c3caaf4) for their intro video and access to all the resources. Below you will find the topics broken out with quick links to the relevant page with a short video and walk through steps.

# Outlook

# Microsoft Outlook Logo: blue mail icon with an O on it

[Improve Email Accessibility](https://support.office.com/en-us/article/video-improve-email-accessibility-ebf3730a-18f8-4b57-81d1-730086231775) covers the following topics:

* Set HTML as the default message format
* Change an individual message to HTML format
* Choose fonts carefully
* Set the default font for all messages
* Change the font in an individual message
* Create an accessible signature
* Set an accessible email background or stationery

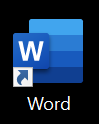
[Improve image accessibility in email](https://support.office.com/en-us/article/video-improve-image-accessibility-in-email-e93969e3-21c1-47ad-a4c5-0e5fb868a7f8) covers the following topics:

* Add alt text to an image in an email

[Add accessible tables and lists to email](https://support.office.com/en-us/article/video-add-accessible-tables-and-lists-to-email-dcaa9ca4-be57-4499-8af7-56409ab73b18) covers the following topics:

* Create a bulleted list
* Create a numbered list
* Create a table
* Format an accessible table

# Word



[Check document accessibility](https://support.office.com/en-us/article/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d) covers the following topics:

* To check a documents accessibility

[Improve accessibility with alt text](https://support.office.com/en-us/article/video-improve-accessibility-with-alt-text-9c57ee44-bb48-40e3-aad4-7647fc1dba51) covers the following topics:

* To add alt text to an object

[Improve heading accessibility](https://support.office.com/en-us/article/video-improve-accessibility-with-heading-styles-68f1eeff-6113-410f-8313-b5d382cc3be1) covers the following topics:

* To add a heading style

[Create accessible links in word](https://support.office.com/en-us/article/video-create-accessible-links-in-word-28305cc8-3be2-417c-a313-dc22082d1ee0) covers the following topics:

* Create a more meaningful hyperlink

[Create accessible file names](https://support.office.com/en-us/article/video-create-accessible-file-names-4e73d73a-aedc-47af-88e4-8f2375a69fad) covers the following topics:

* To rename a file
* To add details about a document

[Create accessible tables in word](https://support.office.com/en-us/article/video-create-accessible-tables-in-word-cb464015-59dc-46a0-ac01-6217c62210e5) covers the following topics:

* To add a header row to a table
* Add column headings

[Create accessible documents](https://support.office.com/en-us/article/video-creating-accessible-documents-8d720231-495a-489c-a27a-eaf98f85c4f3?ui=en-US&rs=en-US&ad=US) covers the following topics:

* Overview of accessibility in word

# Excel



[Start with an accessible Excel template](https://support.office.com/en-us/article/video-start-with-an-accessible-excel-template-918db751-1585-41c5-9ddf-5d7a0915afaf?wt.mc_id=otc_accessibility_video_training&ui=en-us&rs=en-us&ad=us) covers the following topics:

* Find an accessible template
* Explore accessible template features

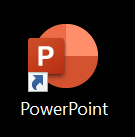
[Create more accessible tables in Excel](https://support.office.com/en-us/article/video-create-more-accessible-tables-in-excel-86e50f77-0f15-4537-ab1d-62d0e4cd5645) covers the following topics:

* Transform data into a table
* Add a descriptive table name
* Apply an accessible design
* Increase font size
* Increase space between rows
* Adjust column width to fit the text
* Left-align text

[Create more accessible charts in Excel](https://support.office.com/en-us/article/video-create-more-accessible-charts-in-excel-19e81ce7-88af-4a3f-a4ef-a26c344527b3) covers the following topics:

* Create a chart
* Make chart labels descriptive
* Make chart labels legible
* Add alt text to a chart

# PowerPoint



[Create more accessible slides](https://support.office.com/en-us/article/video-create-more-accessible-slides-794fc5da-f686-464d-8c29-1c6ab8515465?wt.mc_id=otc_accessibility_video_training&ui=en-us&rs=en-us&ad=us) covers the following topics:

* Create slides with proper reading order
* Modify the reading order

[Improve image accessibility in PowerPoint](https://support.office.com/en-us/article/video-improve-image-accessibility-in-powerpoint-2e7fdfc4-1fa5-4092-be4b-8a4ca592197c) covers the following topics:

* Tips for improving image accessibility
* Add alt text to a chart, picture, or other visual
* Group layered images

[Use more accessible colors and styles in slides](https://support.office.com/en-us/article/video-use-more-accessible-colors-and-styles-in-slides-65c8c964-9449-4b5f-88ea-e226abd68337) covers the following topics:

* Use an accessible template
* Tips for accessible color and style choices in PowerPoint

[Design slides for people with dyslexia](https://support.office.com/en-us/article/video-design-slides-for-people-with-dyslexia-a2158953-84d7-4894-8f6c-1c9968709041) covers the following topics:

* Fonts
* Text
* Speaker notes
* Layout and Design

[Save a presentation in a different format](https://support.office.com/en-us/article/video-save-a-presentation-in-a-different-format-37d012a1-2b59-4ff7-b6d3-71b850ea7a5d) covers the following topics:

* Create a word version of the presentation
* Make the word version of the presentation more accessible