

# Microsoft PowerPoint Accessibility Checklist

## Presentation and Slide Structure

- **Slide title:** [Give each slide a unique title.](#)
- **Slide design:** [Use the built-in slide designs](#) for accessible content reading order, color contrast, and more.
- **Slide reading order:** [Make slides easier to read by using the Reading Order Pane.](#) Ensure the [reading order](#) of content on each slide is logical and correct. Note that the reading order pane lists elements from *bottom to top* when moving objects within the reading order pane.
- **Slide numbers:** [Add slide numbers](#) to make it easier for participants to navigate and reference specific slides.
- **Sections:** Organize long presentations into sections with specific, unique, and accurate section names.
- **Lists and columns:** Use [lists and columns](#) to create a clear hierarchical structure. To [make lists accessible in PowerPoint](#), use numbered lists for sequential items and bulleted lists for non-sequential items. [Arrange text inside a text box or shape into columns](#) on your slide.
- **Descriptive hyperlinks:** Use [descriptive text for links](#) to indicate the link's destination or purpose. For example, avoid using generic phrases like "click here" or "read more," and instead use meaningful text like "Explore course resources." [Create and edit link text in PowerPoint](#) using the Link option on the Insert tab.
- **Alt text:** Add meaningful and contextualized [alternative text](#) to all images, charts, and other graphics included in your presentation. Remember to mark all non-relevant images and graphics as decorative. Learn how to add [alt text in PowerPoint from Microsoft support](#).
- **Tables:** [Use tables in PowerPoint for data only, not for layout.](#) Present data in paragraphs with headers whenever possible.
- **Table structure:** Use simple structures and avoid merged or split cells.
- **Table headers:** [Add table column and/or row headers](#) when using tables in PowerPoint.

- **Captions:** Provide [accurate captions](#) for all multimedia and pre-recorded video content. Audio description may also be needed depending on the content. Refer to the [YouTube Video Captioning Guide](#) and the [Create Accessible Videos Guide](#).
- **Transcripts:** Provide accurate transcripts for pre-recorded video with audio and audio-only content.

## Fonts, Spacing, and Color

- **Font and typeface:** Use readable sans-serif [typefaces and fonts](#).
- **Font size:** [Adjust the font size in PowerPoint as needed](#) to ensure readability. Use 28–44 points for slide titles and 18–24 points for body text.
- **Paragraph spacing:** [Change text alignment, indentation, and spacing of text](#) in slides instead of using a blank return.
- **White space:** Allow for breathing room or empty space, when possible, to avoid visually crowded information.
- **Color:** Do not use color as the only way to convey information.
- **Color contrast:** Use [high-contrast color schemes](#). Check your contrast with [WebAim's Contrast Checker](#).
- **File type:** Stick to PowerPoint or Google slides and refrain from PDFs. Learn how to [make your presentation read only](#) if security is a concern.

## Presentation

- **Real-time captions:** Provide professional real-time captions from a third party if required or turn on the real-time automated captions/subtitles during your presentation in [PowerPoint](#), [Zoom](#), [Teams](#), or other web conferencing software.
- **Real-time translation:** Provide professional real-time American Sign Language (ASL) translation from a third party if requested.
- **Slide content:** Read each slide title and verbally describe relevant images, tables, graphs, charts, and other graphics instead of using phrases like “As you can see here.”
- **Slide numbers:** Announce slide numbers as you go to assist participants with following along and staying oriented.

## Checking for Accessibility

- **Accessibility checker:** [Check accessibility while you work in PowerPoint](#).
- **Text to speech:** [Test accessibility with Narrator in PowerPoint](#).