Section 508 Accessible Microsoft Office Documents

Course Outline

Course Objective

This one -day class will help you understand the principles and importance of Section 508 and AB 434 as well as how to create Microsoft Office documents and PDF's that are accessible to all individuals. This class is ideal for those that need to create documents that may be publicly available. The class assumes you know how to use a computer have a basic knowledge of Microsoft Excel, PowerPoint, Email, and Word and PDF's. Topics covered in this class:

Agenda

1. Introduction To Section 508 And AB 434
    a. WCAG and Level AA
    b. Common Accessibility Challenges
    c. Testing Documents and Best Practices
    d. Screen Readers and Speech Recognition

2. Excel Accessibility
    a. Meeting 508 Requirements
    b. Merged Cells
    c. Headers, Footers, Fonts and Sizing
    d. Colors
    e. Use of Tables
    f. Hyperlinks
    g. Using the Accessibility Checker
    h. Converting to a PDF
    i. Checking the PDF Accessibility

3. PowerPoint Accessibility
    a. Meeting 508 Requirements
    b. Colors, Fonts and Themes
    c. Layouts and why important
    d. Reading Order
    e. Data Tables
    f. Audio, Video and Multimedia Files
    g. Transitions and Animations
    h. Using the Accessibility Checker
    i. Converting to PDF
    j. Checking the PDF Accessibility

4. Outlook Accessibility
    a. Meeting 508 Requirements
    b. Email formats, texts and fonts
    c. Using images in Email
    d. Signatures
    e. Accessibility Checklist

5. Word Accessibility
    a. Meeting 508 Requirements
    b. Headings and Levels
    c. Fonts, Colors and Contrast
    d. Tables and hyperlinks
    e. Images
    f. Headers, Footers
    g. Using the Accessibility Checker
    h. Converting to PDF
    i. Checking the PDF Accessibility

Course Length: 1 Day

Prerequisite: Windows, Microsoft Office Skills. and working with PDF's.

Software: Participants should have Microsoft Office versions later than 2010 Installed. For optimal experience, Adobe Acrobat Pro needs to be installed. If not, participants will not be able to run the PDF Accessibility checkers but will be able to view the instructor performing the steps.