# Creating ADA Compliant Excel Spreadsheets

This document shares information about making your Excel spreadsheets accessible. Should you need assistance with your Excel files, please [contact Center for Innovative Teaching & Learning for assistance](mailto:citl@wku.edu?subject=Excel%20and%20Accessibility) at citl@wku.edu or 270-745-5107.

1. First, be sure to use Excel for its intended purpose, which is to display data, not as a formatting tool.
2. All sheets should have unique and meaningful names.
3. Be sure to include a title or table information before any set of data in a sheet. The title should be above the first row, preferably in cell A1.
4. Add an “End of Table” message in the row after the last row. The text can be in white so it doesn’t show.
5. If a spreadsheet includes multiple sets of data, they should be split into separate sheets.
6. Avoid merging cells, as this can cause issues for screen readers.
7. Avoid using blank cells for formatting purposes. It is better to use other formatting tools such as adjusting column width or height to create space.
8. In the tutorials about Word and PowerPoint, you learned about making images accessible by adding meaningful descriptions in the alt-text field and creating descriptive links rather than just sharing linked URLs. The same is true for images and links in Excel.
9. Like Word and PowerPoint, Excel also has an Accessibility Checker. See below for how to access this tool:
   1. Windows – just as in Word and PowerPoint, click **File** > **Info** > **Check for Issues** > **Check Accessibility**
   2. In Excel 2016 for Mac – click **Review > Check Accessibility**