

Microsoft PowerPoint Accessibility Guideline



Style

- Use a simple theme
- Little use of color
- Ensure that color is not the only means of conveying information
- Ensure that there is sufficient color contrast (black text on white background is best)
- Avoid transitions and animations unless they are pedagogical
- Use a Sans Serif font (Arial, Helvetica, Verdana)
- Use font size 32 for slide's main points and at least size 18 for regular text
- Do not use acronyms

Formatting

- Avoid too much text on each slide
- Check the reading order of text boxes and other content in slides
- Ensure that each slide has a unique title
- Provide a descriptive link for hyperlinks rather than just the url or only saying "click here"
- Provide alternate text for images
- Use simple tables
- Use the Accessibility Checker – Available for Office 2010, 2013, and 365. Not available in Office 2011 for Mac