Making Microsoft Office Files Accessible

Course ISI-1520 1/2 Day Hands-on, Instructor-led

Introduction

During this three hour, instructor-led course, students will get practical guidelines for making Microsoft Office files accessible to people with disabilities. This class will cover creating accessible documents in Microsoft Excel, Outlook, PowerPoint and Word.

Prerequisites

Students should have experience with Microsoft Excel, Outlook, PowerPoint and Word. The course is not intended for new users of this software.

Student Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

Course Outline

Module 1: Microsoft Word

- Accessibility checker
- Text and objects
- Visual content
- Color

Module 2: Microsoft Excel

- Accessibility checker
- Text and objects
- Visual content
- Color

Module 3: Microsoft PowerPoint

- Accessibility checker
- Text and objects
- Visual content
- Color

Contact ISInc for more information at 916.920.1700 or by visiting our website at http://www.isinc.com

Module 4: Microsoft Outlook

- Accessibility checker
- Text and objects
- Visual content
- Color