

MICROSOFT POWERPOINT ACCESSIBILITY

01. Slide Titles

Use Built-in Titles & Themes

How: To add a slide title in PowerPoint, you can either: Choose a **Slide Layout** that contains a title or write a clear, unique name in the title placeholder

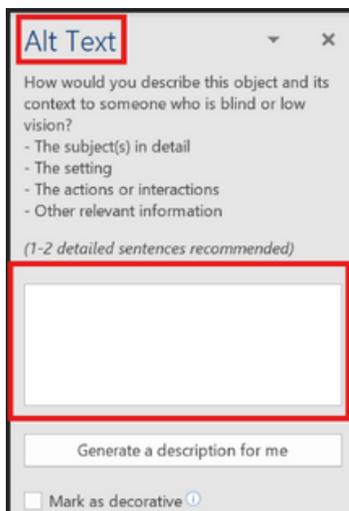


02. Alternative Text

Add Alternative Text (Alt Text) for Images

How: Right-click the image > Edit Alt Text, provide a short description.

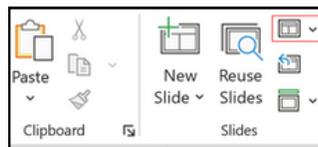
Tip: For infographics, add a brief description in the alt text and a long description below the image.



03. Slide Layouts

Use the Slide Layouts:

How: To assign a layout to a slide: Navigate to the Home tab Layout dropdown -> Choose your preferred layout from the options.

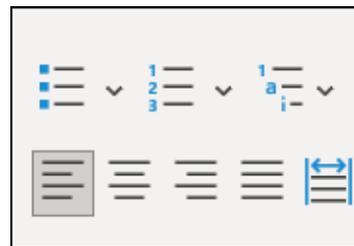


04. List

Use Lists

How: Highlight the text, select Home > Bullets or Numbering.

Tip: Use bulleted lists for unordered items and numbered lists for sequences.

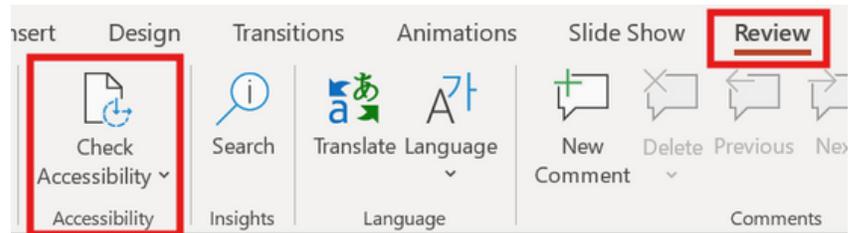


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05. Accessibility Checker

Use MS PPT's Accessibility Checker

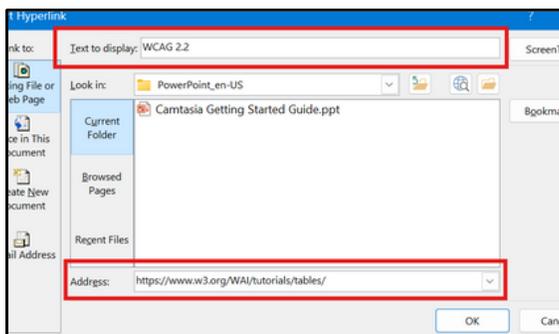
How: Go to Review > Check Accessibility and follow the suggestions.



06. Links

Use Descriptive Hyperlinks

How: Highlight text, press **Ctrl+K** (or Insert > Link), paste the URL, and ensure meaningful link text.



07. Color Contrast

Ensure Good Color Contrast & Avoid Color-Only Indicators

How: Use strong **contrast** (e.g., black on white), and don't rely solely on color for meaning.

08. Reading Order

Putting Your Slides in Proper Order

How: Select Review tab -> Select Check Accessibility dropdown menu -> Select Reading Order Pane -> Reorder your slide content as needed.