Creating Accessible Tables and Charts- Microsoft Office

Charts and tables are excellent tools for examining data sets. Tables provide detailed cell by cell data points useful for mathematics and bookkeeping, while charts are good visualizations of complex datasets that are easy to absorb. When these tools are use in instruction, we have to be use to take considerations for accessibility. This guide will explain how to create accessible tables and charts.

Creating Accessible Tables

1. Select the 'Insert' tab on the top program options bar, and select the 'Table' option.
2. Scroll down the Table menu and select the 'Insert Table' option; this will open the 'Insert Table' menu box.
   a) Use the menu box to create your new table.
3. In the newly created table, use the top most row as headers and use the leftmost row as row labels.
   a) Be sure to make enough cells so you do not have to try to merge cells.
4. You have created an accessible table; now fill the table with information.

Creating Accessible Charts

1. Select the 'Insert' tab on the top program options bar, and select the 'Chart' Option.
   a) The 'Chart' option may be listed under illustrations if the menu has been shrunk from full screen.
2. Select the chart style you want to use, and *click* OK. The chart will load, and a Microsoft Excel window will open above or below the chart.
   a) Avoid Area and Surface style charts, as they are difficult to visually digest and do not provide their information in an easy to read format.
3. In the Excel window, enter the chart data. Once the data has been entered, close the window.
   a) To edit the data again, right-click the table, open the Edit Data menu, and select Edit Data.
      i) If you select Edit Data in Excel, the data of the chart can be saved and provided to anyone who requests it.
   b) Be sure to label the Series and Categories that will ensure your data is represented accurately.
4. Enter the charts title and provide units, if needed, to the Y-axis of the chart.
5. Provide the chart graphic alternative text.
6. Select an appropriate color scheme for the chart.
   a) Reference the Color Contrast Guidelines for help.