# Microsoft PowerPoint accessibility checklist

The full checklist available on the CELT hub provides a little more detail and links to guidance for each of these aspects.

| What to think about | What to do | Done |
| --- | --- | --- |
| Font | Use a sans serif fonts, such as Arial and Calibri. |  |
| Font size | For presentations try to keep the font size at 22 or above and use a larger size for headings and sub headings. |  |
| Filename | Make the File name for the presentation descriptive of the content.  |  |
| Headings | Use the styles and heading tools (these can be set in the Slide Master).Ensure that any labels are descriptive and clearly stated. |  |
| Structure | Use a unique title for each slide with space around it. Align left wherever possible and avoid using justified text.Ensure that the intended slide reading order can be easily identified.Avoid text wrapping images – put images in line with text.Avoid adding text over images and crowded text and images.Avoid large amounts of text on a single slide.Avoid using multiple columns of text.Avoid too many animations and animations that strobe or move rapidly. |  |
| Images, diagrams, charts, SmartArt, graphics and embedded video | Use ALT text to provide a description of any non-text objects.Avoid using visual characteristics alone to convey information.Avoid including images of text.Avoid using any content that flashes or flickers. |  |
| Colours | Pastel colours are best for backgrounds.Avoid using textured background styles. Avoid communicating ideas with colour alone and green or red / pink). |  |
| Colour contrast | Ensure that there is a high contrast between the text and its background. If you know that a presentation is to be delivered in a dark room it can be helpful if a dark background and light text are used. |  |
| Links | Use meaningful text and descriptions for hyperlinks. |  |
| Tables | Use a simple table structure. Include column and row headings.Avoid split and merged cells and blank rows and columns. |  |