

Creating Accessible Documents in Microsoft Word

Length/CPE Hours

3.5 hours (1 day)

Class Time

8:30 a.m. – 11:30 p.m. Central Time
One 15-minute morning break

Course Description

What is an accessible document? Individuals with visual impairments often use assistive technologies to read a document. Any people with low vision might have difficulties reading your Word document. State and Federal agencies are focused on ensuring that their programs, services, or activities don't impose an undue burden for individuals with vision problems. Understanding how to create an Accessible Document in Microsoft Word is important to most businesses. This online class demonstrates things you can do when creating a Word document to make it easier for assistive technologies to read your document.

Below is a course outline for this class:

- Define Accessible Documents
- Summary of Seven Requirement of Accessibility
- Use the Accessibility Checker
- Learn to Navigate Using Styles
- Convert Files in Compatibility Mode
- Clearing Formatting in a Document
- Formatting Document for Accessibility
- Understanding Styles
- Create Tables of Contents
- Create and Modify Styles
- Show the Style Area
- Show the Next Level Style Automatically
- Reveal Formatting
- Use Alt Text with Figures and Pictures
- Create Bullet and Number Lists
- Work with Columns
- Discuss Colors and Contrast

- Work with Tables
- Remove Watermarks
- Discuss Document Properties
- Create a Template

Who Should Attend?

Microsoft Word users that have a basic understanding of Word and want to learn steps to ensure their documents are accessible.

Prerequisites:

Students must have a basic understanding of Microsoft Word.

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.