

AED COP MS PowerPoint Check Sheet

Use this check sheet to record [MS PowerPoint 508 Accessibility](#) test results.

Document Formatting

1. The PowerPoint presentation is saved with a descriptive file name.

The file type is PowerPoint Presentation (*.pptx) format

Yes No

The filename identifies the document or its purpose.

Yes No

2. The reading order on each slide matches the visual layout.

Selected objects reading order (from the bottom up in Selection Pane) match the layout selection.

Yes No

Lists

3. Lists are formatted correctly.

The "List" option is visible under "Bullets and Numbering."

Yes No NA

Columns

4. Columnar content is formatted correctly.

Columns button is enabled and displays correct number of columns when columnar text is selected.

Yes No NA

Language

5. Intended languages are formatted in the document text.

Languages are correctly formatted in the document.

Yes No NA

Links

6. Link names are descriptive.

Link names describe destination/purpose or describe context.

Yes No NA

Links have unique names.

Yes No NA

Layout Tables

7. Layout Tables have the correct format.

Layout tables' tab order match the visual layout.

Yes No NA

"Text wrapping" is set to "None" in Table Properties.

Yes No NA

Headers, Footers, and Watermarks

8. Vital information in headers, footers, and watermarks is duplicated in the text.

Vital information in headers, footers, and watermarks can be selected.

Yes No NA

Data Tables

9. Data tables are created using built-in features.

Tables are not pictures.

Yes No NA

Tables are free of merged or split cells.

Yes No NA

Images and Other Objects

10. Images and other objects have alternative text.

Images/objects have Alt Text, or are described in context.

Yes No NA

Decorative images use two spaces between quotes (" ").

Yes No NA

Color and Sensory Characteristics

11. Color and other visual characteristics are also textually described.

Meaning of color or other sensory characteristics is duplicated in text.

Yes No NA

Color Contrast

12. The color contrast between text and background is sufficient.

Text and Large Text (including images of text) pass with the Colour Contrast Analyser (4.5:1 for normal text and 3.1 for large text)

Yes No NA

Audio, Video, and Multimedia

13. Embedded audio, video, and multimedia are described accurately.

Audio-only content has an accurate and complete transcript.

Yes No NA

Video-only content has an accurate and complete description.

Yes No NA

Multimedia has accurate and complete synchronized captions.

Yes No NA

Multimedia has accurate and complete synchronized audio descriptions.

Yes No NA

Flashing Objects

14. The document has no flashing objects.

Flashing objects are excluded from the document.

Yes No NA

Alternative Accessible Version

15. An alternative accessible version is provided

Alternate versions are equivalent and up to date.

Yes No NA

NOTES