# Accessibility – Microsoft Office – Accessibility Checker

The Check Accessibility tool is available in Word, Excel, Outlook, and PowerPoint. It provides a list of issues that may make the item difficult for people with disabilities to work with or understand.

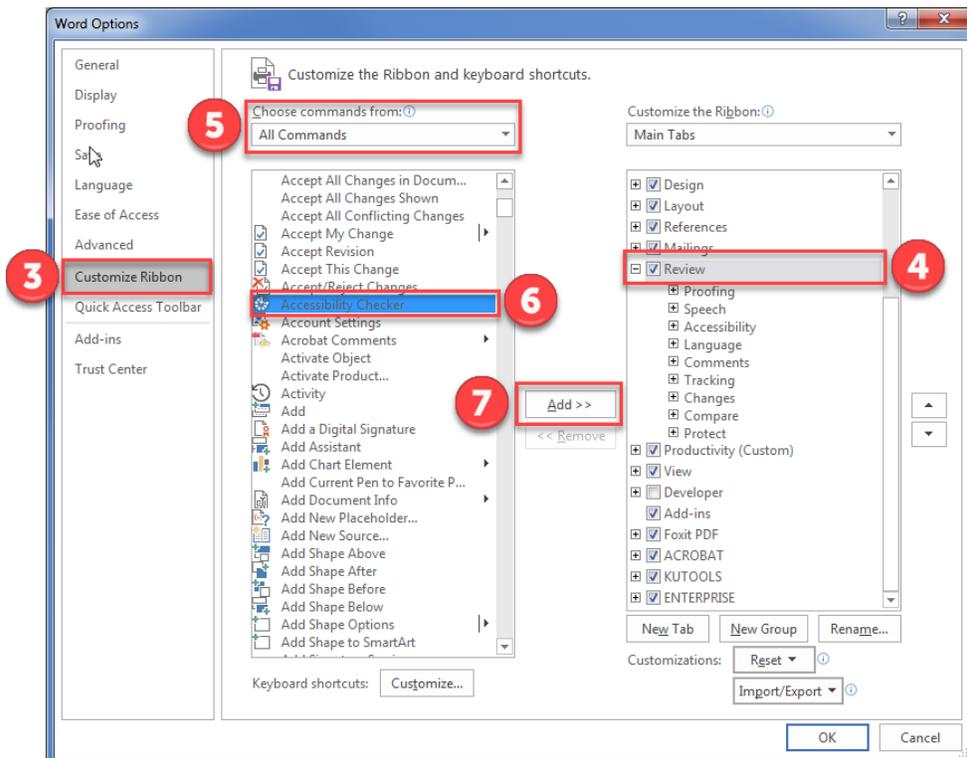## Using the Accessibility Checker

In newer versions of Office, the Check Accessibility tool is located on the Review tab on the Ribbon.
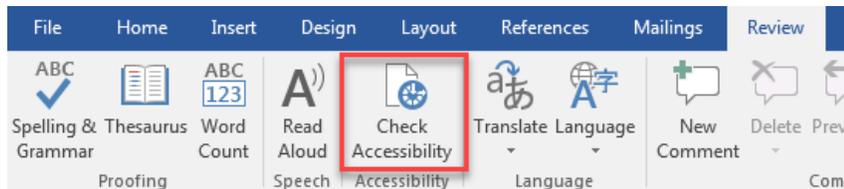
Tool Missing from the Ribbon

If the tool does not appear on the ribbon, and is supported by the version of Office, it can manually be added:

1. Select the **File** tab.
2. Select **Options** from the left-hand menu.
3. Select **Customize Ribbon**.
4. Select the **Review** tab under the **Main Tabs section** on the right.
5. From the left section change the drop-down to **All Commands**.
6. Navigate the list and select the item **Accessibility Checker**.
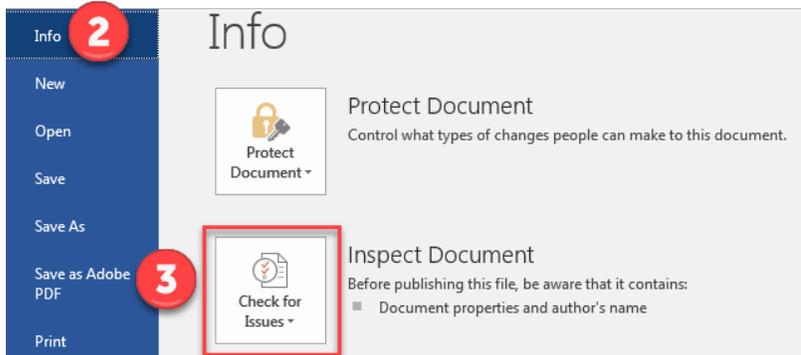7. Select the **Add >>** button between the two sections.

8. Select the **OK** button.

Mouse Shortcut: The **Customize Ribbon** option is available by right-clicking on any ribbon tab and choosing **Customize the Ribbon**.

Other Ways to Access the Accessibility Checker

1. Select the **File** tab.
2. Select **Info** from the left-hand menu.
3. Select the **Check for Issues** button.

Inspection Results

- Errors: Issues reported as errors include content that is very difficult or impossible for people with disabilities to understand.
- Warnings: Warnings, in many cases, mean the content is challenging for people with disabilities to understand.
- Tips: Tips let you know that, even though people with disabilities can understand the content, it could be better organized or presented to improve their experience.
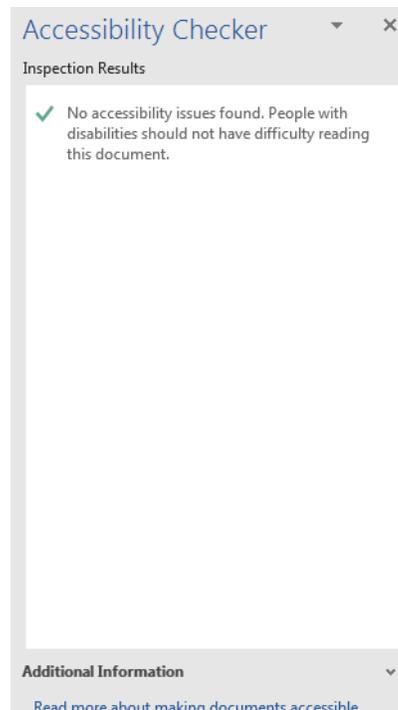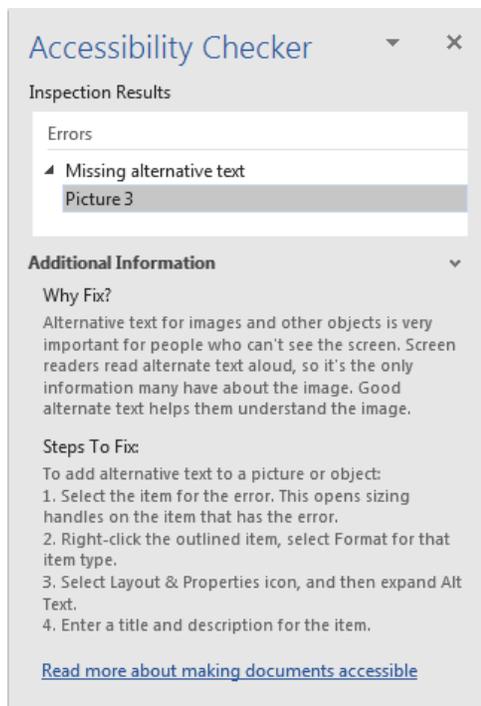
Office Version Availability

- Excel 2016 Word 2016 PowerPoint 2016 Visio Professional 2016 Visio Standard 2016
- Excel 2013 Word 2013 PowerPoint 2013 Office for business
- Office 365 Admin Office 365 Small Business Office 365 Small Business Admin
- Excel 2010 PowerPoint 2010 Office

NOTE: This handout was prepared with directions and screenshots from Word Office 365.