Follow these best practices to help ensure your workbooks are accessible. For more information on Excel® accessibility, visit mdod.maryland.gov

- **Give all sheet tabs unique names**
  Sheet names should provide information about what is found on the worksheet, making it easier to navigate through a workbook. Remove blank sheets.

- **Enter title in first row and column**
  You may merge cells to center the title.

- **Include table data with any data visuals**
  When displaying charts or graphs within Excel, locate it directly below the data table.

- **Specify row and column headings.**
  Check Table Tools to ensure proper row and column elements are marked.

- **Use color carefully**
  High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in black & white.

- **Hide Unused Rows and Columns**
  This prevents screen reader users and keyboard navigators from wandering off into blank cells.
• **Use text to identify author and agency**
  Do not use the logo alone to identify the source.

• **Name your hyperlinks appropriately**
  Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying “click here.”

• **Use alignment tools for layout and to create white space**
  Don’t use blank rows/columns for spacing. Manage your layout by resizing rows and columns, and using the alignment tools to move content (top, bottom, left, right) as needed.

• **Avoid blank data cells**
  Cells should not be left blank. If the cell really has no data, then you can add “This cell intentionally left blank” or “No data.”

• **Mark end of worksheet**
  Type “end of worksheet” in the row immediately following the last row.

• **Structure content for better readability**
  Add structure by defining the title region, providing data range names, and hiding unused rows and columns.

• **Fill in document properties**
  In advanced document properties, enter title, subject, and author.

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