

Use the Accessibility Checker on your Windows desktop to find accessibility issues

Applies To: Excel 2016 Word 2016 PowerPoint 2016 Excel 2013 Word 2013 More...

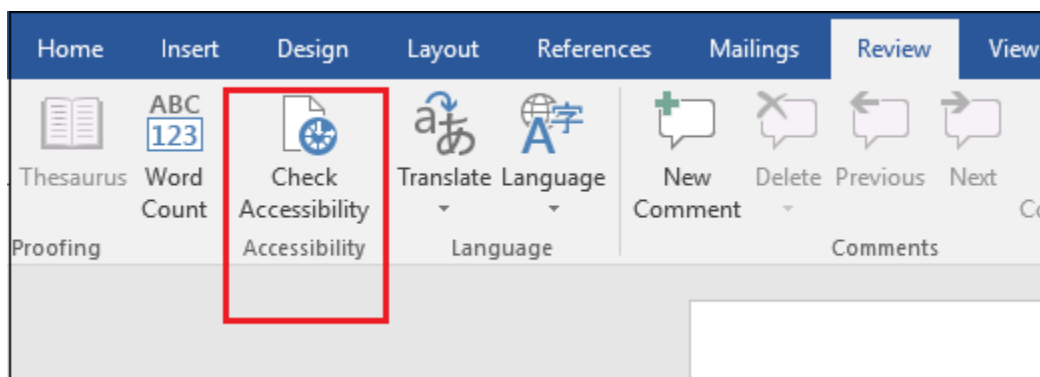
The Accessibility Checker tool finds accessibility issues in your Word documents, Excel spreadsheets, and PowerPoint presentations. The tool generates a report of issues that could make your content difficult for people with disabilities to understand. Accessibility Checker also explains why you should fix these issues and how to fix them.

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Start Accessibility Checker

If you are an Office 365 user, you will find it very easy to open and use the accessibility checker in Word, Excel and PowerPoint. Look for the **Check Accessibility** button on the **Review** tab on the Ribbon. Click it to open the Accessibility Checker.

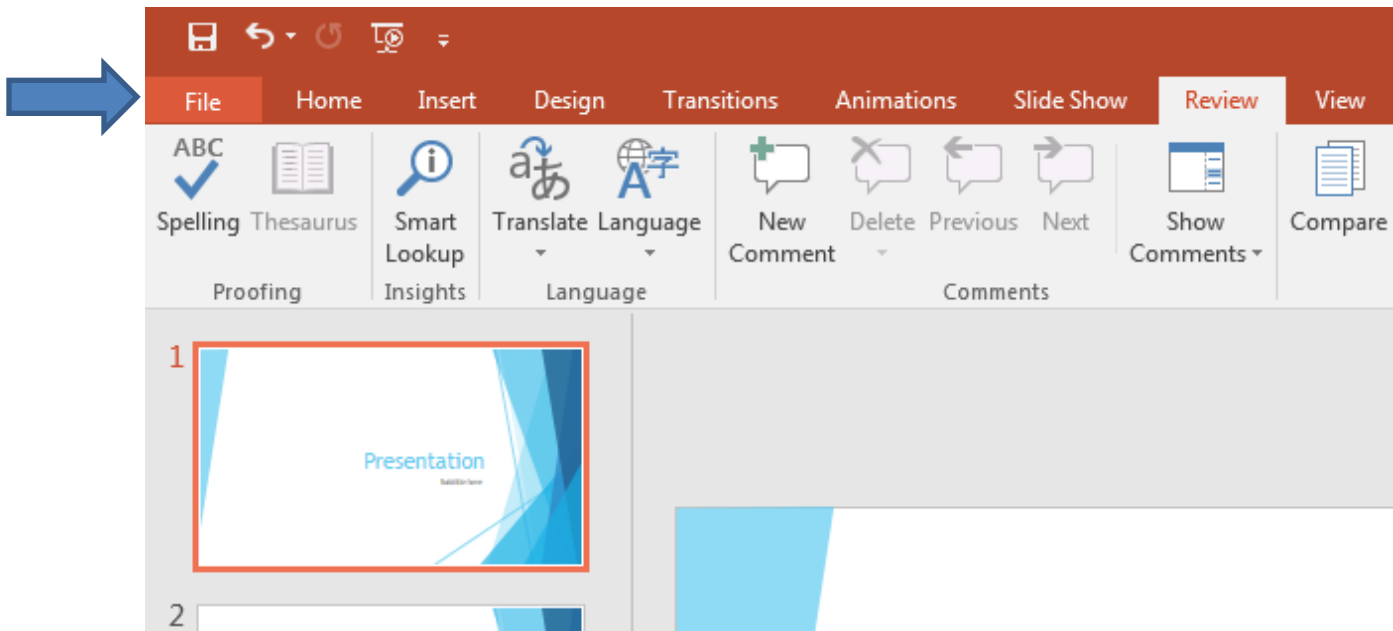


TIP: Another easy way to open the Accessibility Checker is to use the **Tell me** box. Press Alt+Q, and then, in the **Tell me** box, type **accessibility checker**.

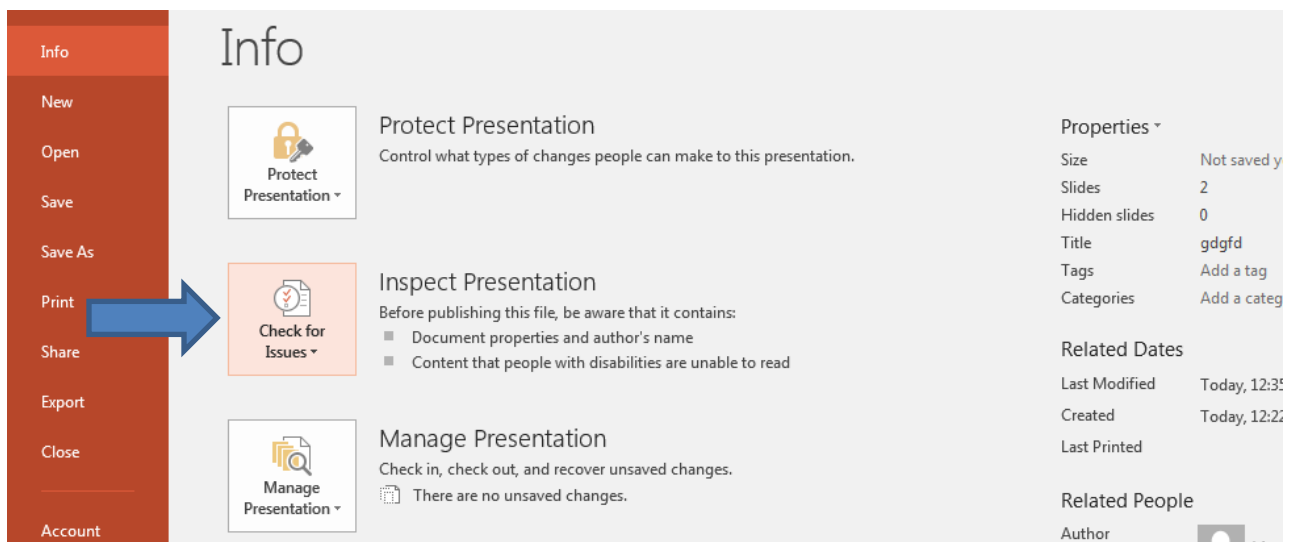
If you have an older version of Word, Excel or PowerPoint, and you do not see the **Check**

Accessibility button on the **Review** tab on the Ribbon, follow these steps to open the accessibility checker.

1. Click **File > Info**.



2. Select the **Check for Issues** button.

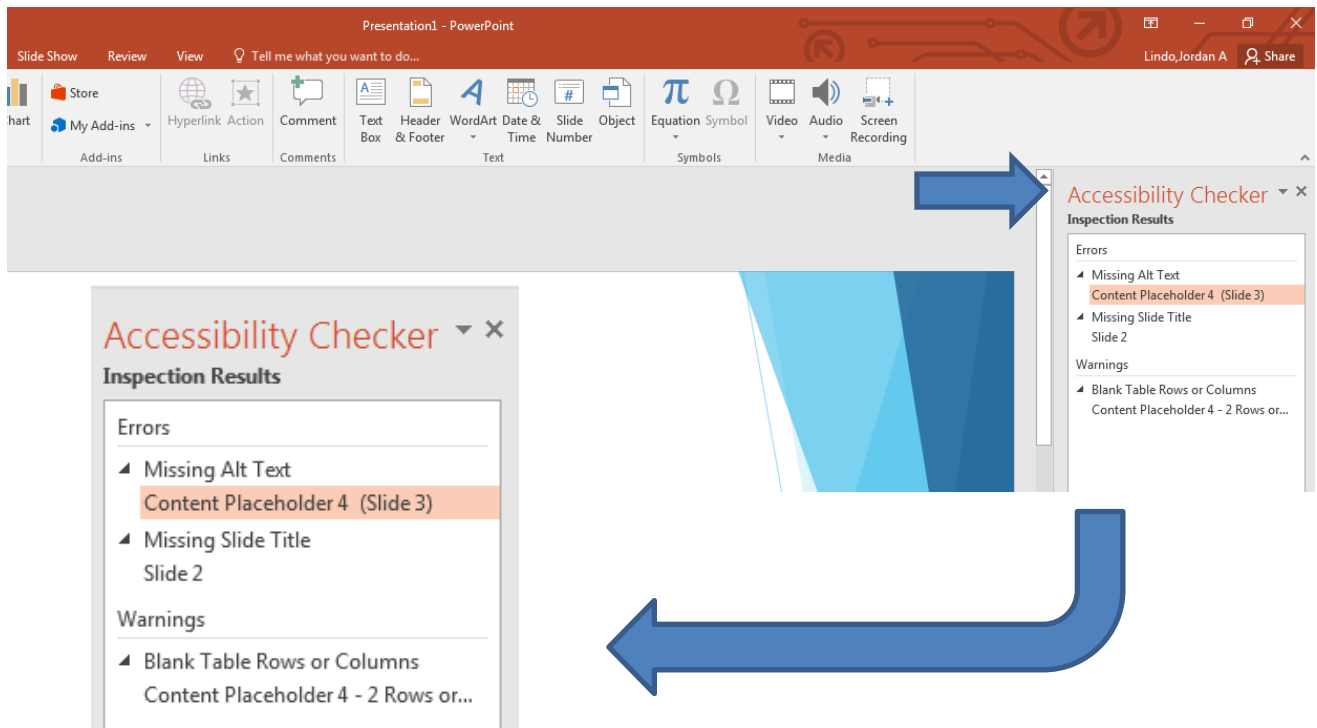


TIP: To the right of the **Check for Issues** button, under the **Inspect** heading, is a list of any potential issues.

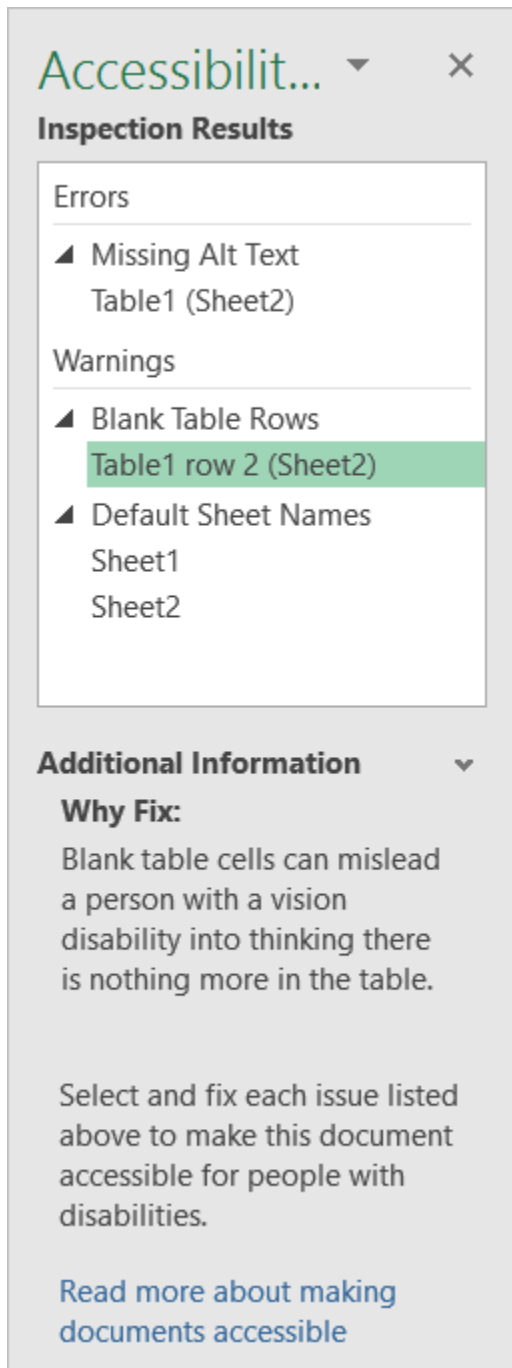
3. In the **Check for Issues** drop-down menu, select **Check Accessibility**.



4. The **Accessibility Checker** task pane appears next to your content and shows the inspection results.



5. To see information on why and how to fix an issue, under **Inspection Results**, select an issue. Results appear under **Additional Information**, and you're directed to the inaccessible content in your file.



The screenshot shows the Accessibility Inspector window with the following content:

- Accessibility...** (window title)
- Inspection Results** (section header)
- Errors** (category header)
- Missing Alt Text
 - Table1 (Sheet2)
- Warnings** (category header)
- Blank Table Rows
 - Table1 row 2 (Sheet2)** (selected)
- Default Sheet Names
 - Sheet1
 - Sheet2
- Additional Information** (section header)
- Why Fix:**
 - Blank table cells can mislead a person with a vision disability into thinking there is nothing more in the table.
- Select and fix each issue listed above to make this document accessible for people with disabilities.
- [Read more about making documents accessible](#)

Understand the inspection results

After Accessibility Checker inspects your content, it reports the inspection results based on the severity of the issue found, categorized as follows:

- **Errors.** Issues that are reported as errors include content that is very difficult or impossible for people with disabilities to understand.
- **Warnings.** Warnings, in many cases, mean that 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.