

Seven Steps to Creating an Accessible Excel Form

When creating Excel forms, ensure you start with a document that is structured with accessibility features. For more information, review Seven Steps to Creating an Accessible Excel Worksheet.

These instructions are explained utilizing MS Excel 2016.

1. Format Cells to Restrict Cell Data

- Place cursor in the cell
- Right Click and choose **Format Cells**
- Choose a Category then choose a **Format Type**

2. Data Validator to Restrict Range of Data.

- Click on **Data Validation** in the **Data** tab
- Click on **Settings** tab to complete the **Validation Criteria**
- Select the **Ignore Blank** checkbox to ensure blank cells are not ignored

3. Input Message

- Create a message explaining the type of data allowed in a cell
- Complete the **Title** and **Input Message**.
 - **Input Message** allows no more than 32 characters for a **Title** and 255 characters for an **Input Message**

4. Error Alert Message (Optional)

- Alerts can be added to each input field to assist the user in entering the correct information
- Complete the **Title** and **Error Message** ·
 - Error Alert allows no more than 32 characters for a Title and 255 characters for an **Error Message**

5. Lock the Cells and Unlock Fillable Cells Lock the Cells:

- Select the entire worksheet, Right Click and select **Format Cells** ·
- Select the **Protection** tab, select the **Locked** checkbox. Unlock the Fillable Cells
- Select all the input/fillable cells, Right Click and select **Format Cells**
- Select the **Protection** tab, unselect the **Locked** checkbox

6. Protecting the Form

- Locking cells has no effect until you Protect the sheet
- Select the **Review** tab
- Click on **Protect Sheet**
- Select the checkbox for **Protect worksheet** and contents of **Locked cells**
- Select the checkbox: **Select unlocked cells**
- Click Ok

7. Accessibility Testing

- Use Assistive Technology to test your document
- Preferably establish a testing team of Assistive Technology users
- CAUTION: Never depend on machine testing alone

Source: DOR DAS