

Microsoft PowerPoint

Summary

Microsoft PowerPoint files (extension .pptx) are common presentation files. Over time, Microsoft has added several easy ways for you to make an accessible MS PowerPoint Presentation as long as you keep in mind some basic principles, explained in the sections below.

Accessibility Problems

- don't manually create text boxes or formatting styles on your slides. Use a built-in slide layout to ensure consistency and ease of navigation.
- images without corresponding text descriptions will not be interpreted by screen readers.
- narrated presentations will need captioning, meaning that the MS PowerPoint presentation will need to be recorded as a video (see Narrated Presentations row of ADA Resource page).
- Office for Mac does not support the Accessibility Checker.

Accessibility Features

- Beginning with Office 2010, you can use the built-in Accessibility Checker to check for common accessibility issues. Note that some warnings it gives are subjective; use discernment. Info on the Accessibility Checker is located on the resources column of the ADA Resources page.
- Students have free access to Office 365, meaning all users should have access to the same interface.