How to Create Accessible Content in Core Microsoft Office Apps Training

Duration: **3 Day**

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Overview

Microsoft Office provides a set of tools to help you to create accessible content. By doing so, you ensure that everyone, regardless of their abilities or limitations, can access and use your content effectively, independently, and with dignity.

This course will investigate the tools within the Microsoft Office 365 Desktop version that will help you to create accessible content.

Common accessibility issues will be explored along with key tools to improve accessibility within the core Microsoft Office applications.

The approach will be a mixture of presentation-led and hands-on.

This course is suitable for anyone using the Microsoft Office 365 Desktop version.

Prerequisites

- A good working knowledge of the Microsoft Office applications

What You Will Learn

- The core concepts behind making content accessible
- The main features within Microsoft Office that exist to help create accessible content
- The accessibility settings available within the applications