# Microsoft Excel

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| Description of Element | YES | NO | N/A |
| Have the document properties been completed by identifying pertinent information under "Summary" and "Custom" tabs? |  |  |  |
| Do all images include alternative descriptive text or are they indicated as a spacer image if appropriate? |  |  |  |
| Has color been used to convey important information? |  |  |  |
| Are row and column headers clear and self-explanatory? |  |  |  |
| Have all worksheets been named to enhance navigation? |  |  |  |
| Has the "hidden word technique” been used to indicate blank cells which may be used for formatting purposes? |  |  |  |
| Have charts and graphs been placed on separate worksheets and do they include axis information, if appropriate? |  |  |  |