

A Month of Accessibility

Office Tips And Tricks



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01 Check out Immersive Reader in Office 365 Word	02 Share this calendar with family and friends
03 Look after your wellbeing- get a good night's rest	04 Check out the Accessibility Checker in a PowerPoint	05 Check out the layout templates in PowerPoint	06 Add meaningful hyperlink text for links in a PowerPoint	07 Check you've not used colour alone to convey information	08 Check that you've got sufficient contrast in one of your PowerPoints	09 Share a tip you've learned this week with friends or family
10 Look after your digital wellbeing- have some device free time	11 Check you've used Style Headings in a Word document	12 Make sure you are using non-serif fonts such as Arial in a Word document	13 Check the layout of a Word document. Use left alignment and number pages	14 Make sure you've not used tables for layout in a Word document	15 Check that you've added Alt-text to any images in a Word document	16 Look after your digital wellbeing-stop using devices at least an hour before bedtime
17 Enjoy some time outside	18 Review a PowerPoint and check every slide has a unique title	19 Check that the minimum font size is 24 points in a PowerPoint	20 Review the Alt-text for images in a PowerPoint	21 Check that the Notes field includes any important points in a PowerPoint	22 Check that any tables in a PowerPoint are accessible	23 Find out about the do not disturb settings on your devices
24 Share a tip you've learned this week with family or friends	25 Give all sheets tab unique names in an Excel workbook	26 Check that you've deleted any blank sheets in an Excel workbook	27 Check that your tables use a simple table structure in an Excel workbook	28 Check that you specify column header information in an Excel workbook	29 Check that any charts have alt-text added to explain context in an Excel workbook	30 Check out your devices display settings to reduce blue light in the evenings