

Accessible Excel Spreadsheet Cheat Sheet

On a PC:

Create a line break in a cell:

Alt+enter

This enables you to have multiple lines in one cell so that the screen reader will recognize the text as one paragraph rather than multiple paragraphs

Convert cells to a table:

First, notice if you have nested cells and multiple header rows. Tables need to be as simple as possible for accessibility. Combine cells vertically if necessary, or copy and paste words into a cell to create **one header row at the top**. You should have only one header row, and each row should have the exact same number of cells – no nested cells.

Home ribbon – “format as table”

Choose a basic style – you want the table lines to be clear so the screen reader recognizes the rows and columns

Converting cells to tables is the top accessibility fix you can make to an Excel spreadsheet!

Properly export to PDF:

File->Export->Create Adobe PDF

Excel document BEFORE making fixes

The screenshot shows an Excel spreadsheet with a table containing salary and benefit information. The table has multiple header rows and nested columns, which is not accessible. Red arrows point to these issues with labels: "Separate cells for each line" and "Multiple headers Nested columns".

MARRIAGE & FAMILY THERAPIST INTERN											
Effective July 1, 2017											
11 Month Employees											
STEP	ANNUAL	DIVIDED BY		Base	ANNUAL	DIVIDED BY		MFT	MFT	STEP	
		MFT Days	Per Year =	Daily		# MOS=		MONTHLY	MONTHLY		
				Rate				RATE	RATE @ 45% FTE		
200 Workdays											
1	79,376	/	200	=	396.88	79,376	/	11	=	7,216.00 X 45% = 3,247.20	1
2	80,702	/	200	=	403.51	80,702	/	11	=	7,336.51 X 45% = 3,301.43	2
3	82,053	/	200	=	410.26	82,053	/	11	=	7,459.33 X 45% = 3,356.70	3
4	83,433	/	200	=	417.17	83,433	/	11	=	7,584.82 X 45% = 3,413.17	4
5	84,843	/	200	=	424.21	84,843	/	11	=	7,712.99 X 45% = 3,470.84	5
6	86,538	/	200	=	432.69	86,538	/	11	=	7,867.08 X 45% = 3,540.19	6
Note 1	\$600.00 WILL BE ADDED TO ANY STEP FOR A DOCTORATE DEGREE. (\$600.00 + Annual / 11 Mos X FTE)										
Note 2	3% COLA increase RETRO TO JULY 1, 2006 IMPLEMENTED AUGUST 31, 2006 PAYROLL										
Note 3	1% COLA increase RETRO TO JULY 1, 2007 IMPLEMENTED MAY 30, 2008 PAYROLL										
Note 4	Chg to 207MFO - MAGIC chg to Annual Paid IMPLEMENTED DECEMBER 30, 2008 PAYROLL										
Note 5	1.65% COLA Increase EFFECTIVE JULY 1, 2013 IMPLEMENTED JULY 31, 2013 PAYROLL										
Note 6	2% COLA Increase EFFECTIVE JULY 1, 2014 IMPLEMENTED JULY 1, 2014										
Note 7	3.5% COLA Increase EFFECTIVE JULY 1, 2015 IMPLEMENTED JULY 1, 2015										
Note 8	Increase Doctorate to \$500 Annually EFFECTIVE JULY 1, 2015 IMPLEMENTED JULY 1, 2015										
Note 9	3.5% COLA Increase EFFECTIVE JULY 1, 2016 IMPLEMENTED JULY 1, 2016										
Note 10	Increase Doctorate to \$600 Annually EFFECTIVE JULY 1, 2016 IMPLEMENTED JULY 1, 2016										
Note 11	3% compensation with 1.5% offset for health benefit plan conversion and 1.5% salary schedule adjustment for 2017-2018 EFFECTIVE JULY 1, 2017 IMPLEMENTED JULY 1, 2017										

Excel document AFTER making fixes

2017-2018
Sonoma County Superintendent of Schools
CLASSIFIED MANAGEMENT SALARY SCHEDULE
MARRIAGE & FAMILY THERAPIST INTERN
Effective July 1, 2017
11 Month Employees

STEPI	ANNUAL 200 Workdays	DIVIDED BY MFT Days Per Year	Base Daily Rate	ANNUAL	DIVIDED BY # MOS	MFT MONTHLY RATE	FTE	MFT MONTHLY RATE @ 45% FTE	Column	STEP8
1	79,376	/ 200 =	396.88	79,376	/ 11 =	7,216.00	X 45%	=	3,247.20	1
2	80,702	/ 200 =	403.51	80,702	/ 11 =	7,336.51	X 45%	=	3,301.43	2
3	82,053	/ 200 =	410.26	82,053	/ 11 =	7,459.33	X 45%	=	3,356.70	3
4	83,433	/ 200 =	417.17	83,433	/ 11 =	7,584.82	X 45%	=	3,413.17	4
5	84,843	/ 200 =	424.21	84,843	/ 11 =	7,712.99	X 45%	=	3,470.84	5
6	86,538	/ 200 =	432.69	86,538	/ 11 =	7,867.08	X 45%	=	3,540.19	6

Note 1: \$600.00 WILL BE ADDED TO ANY STEP FOR A DOCTORATE DEGREE. (\$600.00 + Annual / 11 Mos X FTE)
 Note 2: 3% COLA increase RETRO TO JULY 1, 2006 IMPLEMEN
 Note 3: 1% COLA increase RETRO TO JULY 1, 2007 IMPLEMEN

On a Mac:

Create a line break in a cell:

control+option+return

This enables you to have multiple lines in one cell so that the screen reader will recognize the text as one paragraph rather than multiple paragraphs

Convert cells to a table:

First, notice if you have nested cells and multiple header rows. Tables need to be as simple as possible for accessibility. Combine cells vertically if necessary, or copy and paste words into a cell to create **one header row at the top**. You should have only one header row, and each row should have the exact same number of cells – no nested cells.

Select all the cells you want to convert

Home ribbon – “format as table”

Choose a basic style – you want the table lines to be clear so the screen reader recognizes the rows and columns

Converting cells to tables is the top accessibility fix you can make to an Excel spreadsheet!

Save as PDF:

File->Save As->PDF

Unfortunately, Excel for Mac doesn't export directly to Adobe Acrobat the way the PC version does. This means that you WILL need to open your PDF in Acrobat to make sure it's being read properly. However, the fixes that you made in the document make it much more likely to be accessible.

Mac Excel document BEFORE making fixes

(View PC before and after shots above to see the differences between an accessible and inaccessible spreadsheet.)

The screenshot shows the Microsoft Excel ribbon with the 'Conditional Formatting' menu open. The 'Format as Table' option is highlighted with a red circle. Below the ribbon, the spreadsheet content is visible, including a title '2017-2018 Sonoma County Superintendent of Schools ATTORNEY SALARY SCHEDULE*' and a table with columns for 'RANGE', 'LEVEL OF RESPONSIBILITY', 'STEP 1' through 'STEP 10', and 'RANGE'.

RANGE	LEVEL OF RESPONSIBILITY	STEP 1 ANNUAL	STEP 2 ANNUAL	STEP 3 ANNUAL	STEP 4 ANNUAL	STEP 5 ANNUAL	STEP 6 ANNUAL	STEP 7 ANNUAL	STEP 8 ANNUAL	STEP 9 ANNUAL	STEP 10 ANNUAL	RANGE
1	Schools Legal Counsel	\$87,647.57	\$95,189.98	\$106,685.10	\$118,181.22	\$129,677.35	\$141,173.48					1
2	Assistant General Counsel	\$98,526.69	\$107,087.69	\$118,583.82	\$130,079.95	\$141,576.08	\$153,072.21					2
3	Labor Relations Coordinator	\$105,810.35	\$114,790.95	\$123,771.55	\$132,752.15	\$141,732.75	\$153,228.90					3
4	Associate Gen Counsel	\$105,810.35	\$114,790.95	\$123,771.55	\$132,752.15	\$141,732.75	\$153,228.90	\$164,725.05	\$176,221.15			4
5	Sr. Assoc. General Counsel	\$135,786.45	\$145,486.77	\$155,186.91	\$164,887.11	\$174,587.25	\$184,287.39	\$193,987.53	\$203,687.67	\$213,387.81	\$223,087.95	5