



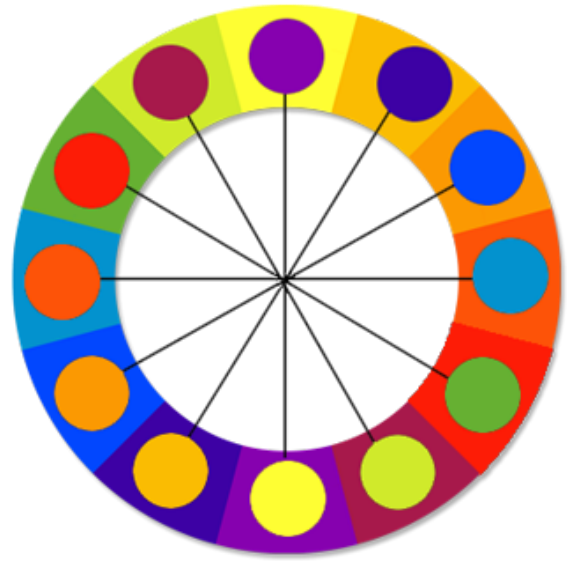
Making PowerPoint Accessible

Colours, Themes, and Tables

Colour Contrast

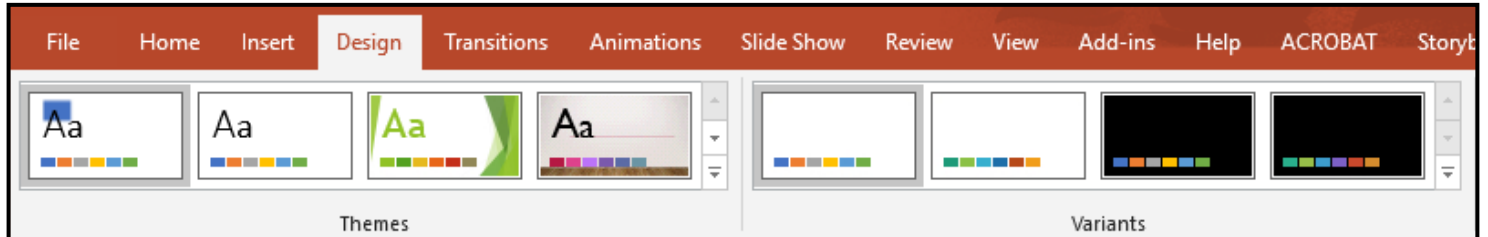
Colour contrast is how much contrast there is between a foreground and a background colour. The colour contrast of two colours is represented as a ratio.

- Colours that are directly opposite each other on a colour wheel will provide the highest colour contrast.
- Black and white have the highest colour contrast.
- Colour contrast ratios for accessibility apply to any type of text or non-text media, such as images.
- To be considered accessible, you will need a ratio of:
 - At least **4.5:1** for regular text (Below 18 point text)
 - At least **3:1** for large text. (18 point or above)



Themes and Variants

Themes are used to apply pre-defined colours, font formats, and slide layouts to your entire presentation. Variants will allow you to adjust the settings of the current theme, including the colour palette, font types, effects, background colours. Both options are found on the **Design** tab of the ribbon.



- If you use themes, choose one that has a high contrast and simple backgrounds.
- It is advised that you use the **Slide Master** to adjust any themes that contain inaccessible components or to create your own themes and layouts for your slides.

Tables

To ensure your tables in PowerPoint are accessible, follow these guidelines:

- Insert new tables with **Insert Table** and **not** with **Draw Table**
- The table is being used to represent tabular data.
- **Do not use** a table to create a design or structure on the slide.
- **Do not create** cell space with the **Enter**, **Tab**, or **Spacebar** keys
- **Do not use** merged cells, except in some cases with column or row headers
- Include at a minimum:
 - Consistent formatting for similar elements
 - A header label for all columns and rows
 - Turn on both **Header Row** and **First Column**
 - Found in the **Table Tools > Design** menu on the ribbon

Produce	Year 1	Year 2
Apple	\$215	\$245
Cherry	\$553	\$601
Orange	\$365	\$648
Kiwi	\$874	\$475
Lemon	\$156	\$245
Potato	\$366	\$651

