

## Create an Accessible Spreadsheet

Stephanie Obodda - 2026-03-04 - Comments (0) - Document Accessibility

Many of the same [general accessibility concepts](#), as well as [advice for other types of documents](#), also apply to spreadsheets. Here are some spreadsheet-specific information to help you improve the accessibility of your spreadsheets.

### Excel

If you are using Excel:

1. Run the Accessibility Checker in the Review tab to find and resolve issues
2. Refer to this documentation from Microsoft: [Accessibility best practices with Excel spreadsheets](#)

### Google Sheets

If you are using Google Sheets, here are some best practices that will improve the accessibility of your sheets:

1. Avoid split cells, merged cells, or nested tables
2. Use meaningful [link text](#)
3. Name your document and individual sheets to help people understand what content they contain
4. Use each sheet for one set of data - do not mix data sets on a single sheet
5. The Convert to Table option can make your data more accessible because it indicates which rows are headers and better indicates the range of cells that contain data
6. Use high color contrast for cell text/background colors and charts
7. Visual elements:
  1. Add alt text to any images inserted into the spreadsheet
  2. Label your charts: use the built-in chart title, data labels, etc.
  3. Include alt text that summarizes the meaning of the chart: click the three-dot menu in the chart's top-right corner, select Alt text, and enter a description in the Description field.