

Creating Accessible Electronic Documents using Microsoft Word 2010

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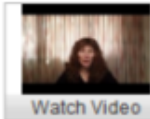
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Overview

This course is a one hour self-paced asynchronous online training which will provide information concerning accessibility. This training will explain and demonstrate how to create an accessible electronic document that is accessible to individuals with a visual impairment and that require the use of an assistive technology, like a screen reader, to navigate and read documents, using Microsoft Word 2010. The concepts involved would extend to any word processor. Individuals with physical disabilities, learning disabilities and English language learners may also benefit from the formatting features of an accessible document. This training will also demonstrate how to convert the Word document into an accessible PDF document, and how to test the Word document for accessibility. This training is directed toward College instructors in the State of CA.



Training Introduction

Duration: (8:48)

User: professor@kic - Added: 3/23/12

Link to video - <http://youtu.be/Wn657waGibU> - link opens in a new tab or window

Objectives

After completing this training you should be able to:

- Define and identify accessibility
- Explain why accessibility is important
- Understand the laws concerning accessibility
- Understand what makes a document accessible
- Structure a document using heading styles
- Structure a document using bullet and numbered lists
- Create an accessible table
- Create an accessible hyperlink
- Make an image and other objects accessible
- Use Word's accessibility checker
- Convert the Word document to an accessible PDF document