

COMPUTER TECHNOLOGY ACCESSIBILITY DECEMBER 6 & 7, 2010
YOU WILL NEED HEADPHONES FOR THIS PROJECT.


Watch this Video [CLICK HERE](#) and then return to this worksheet

Open the following link: [Microsoft Accessibility Course](#)

Create an accessible Office document Page 1 of 24 [Back](#) [Next](#) [Print](#)

Overview

- + What is accessibility?
- + Accessibility tips for vision disabilities
- + Accessibility tips for other disabilities



Find out what accessibility means and how people with disabilities experience your documents. Learn about the different accessibility needs of various people and what you should do to make your documents available to them.

Level: Intermediate
Length: 30 - 40 minutes
Rating: ★★★★★ (8242)
Applies to: Access 2003, Excel 2003, FrontPage 2003, Outlook 2003, PowerPoint 2003, Publisher 2003, Visio 2003, Word 2003

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Feedback

Quick reference card

About this course


This course includes:

- Three self-paced lessons and three practice sessions for hands-on experience.
- A short test at the end of each lesson; tests are not scored.
- A Quick Reference Card you can take away from the course.

Goals

After completing this course you will be able to:

- Understand different types of physical disability.
- Appreciate how a document can be inaccessible to some people because of a disability.
- Create documents that are more accessible by:
 - Using a proper font size.



1. Maximize the window, review the text in the Overview Page and click next to continue.
2. Parts of this lesson have an audio track.
3. Plug in your headphones to listen.
4. Complete the exercises as required in Excel and Word.
5. Complete the quizzes.
6. When you get to the Quick Reference Card page, raise your hand and I will come around to give you credit for the online course.