Accessible Word Documents (Classroom Course)

Accessible Word Documents

Description:
This course covers the basics to ensure Word documents are designed or created to meet Web Content Accessibility Guidelines prior to being uploaded onto our website in a PDF format. You will be introduced to the tools needed to meet the accessibility standards including the use of screen readers, colour contrast analysers and navigation of the word document.

Suitable for:
For individuals who create word documents for use on the document library or website

Learning outcomes:

- To gain an understanding of Accessibility compliance within the NHS and its requirements.
- How to Accessibility check your MS Word document.
- Use of NVDA and MS Word Read Aloud screen readers.
- Create heading and use as a navigation tool.
- Font size and use style function.
- Amend body text.
- Text rules.
- Using lists & bullets.
- Images and Alternative text (Alt text).
- Weblinks.
- Tables and captions.
- Colour perception - including Colour Contrast Analyser.
- Navigation pane.
- Table of Content.
- Text ordering within PowerPoint.
- Be aware of CITS Training portal, guides, and information.

Training information:

The training will take place on MS Teams: Course time 1 hr 45 mins.

Course Booking:
https://elearning.cornwall.nhs.uk/?p=site/tas/tas_site_loader.html&courseid=123

Guidance: Accessibility Guides (cornwall.nhs.uk)