Spreadsheets

Select or download an accessible Excel template

Use contrasting patterns and clear labels in charts

A graph showing the quantity of apples and oranges grown between 2021 and 2025.

900
800
700
600
500
400
300
200
100
50

2021   2022   2023   2024   2025

■ Apples   ☐ Oranges
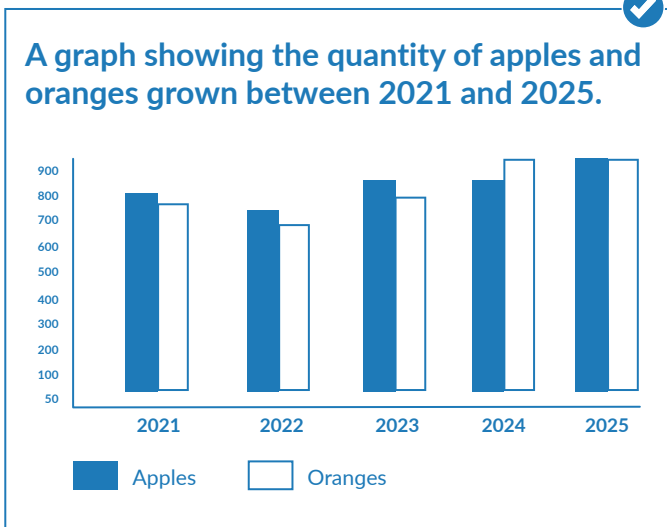
Add alternative (alt) text to images, charts, icons, logos and diagrams

A woman walks towards a window and house plant.

Use a clear font of at least 12 point

Arial is a good choice

Spreadsheets

Give worksheets, charts and tables meaningful titles

A graph showing the quantity of apples grown from 2000 to 2004. ✓

Graph ✕

Make table columns more visible by alternating between a light and dark colour ✓
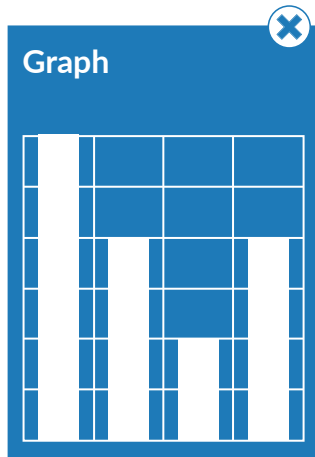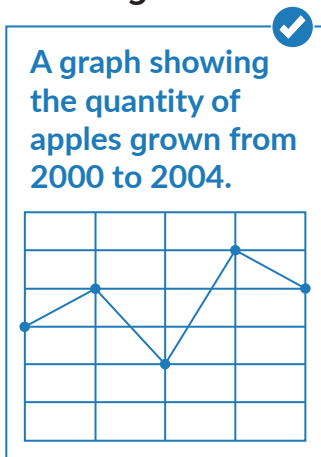
Use light-coloured text on a dark background

These words are easy to read ✓
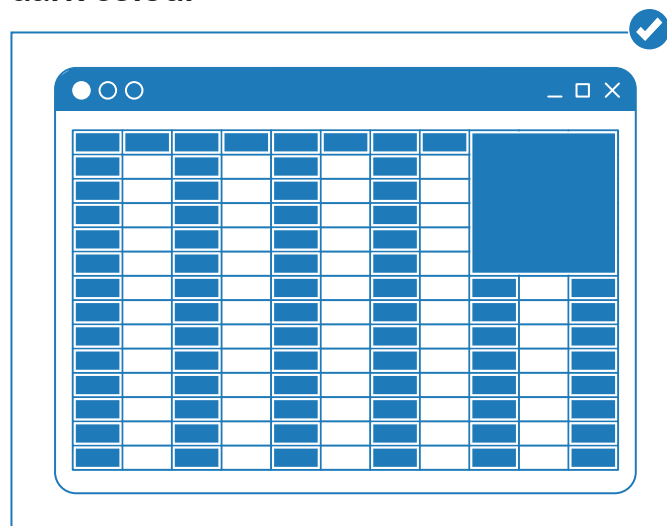
Remove blank rows and columns within tables