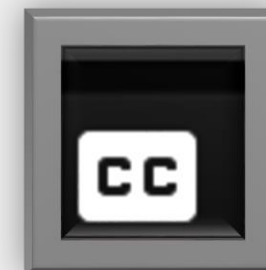
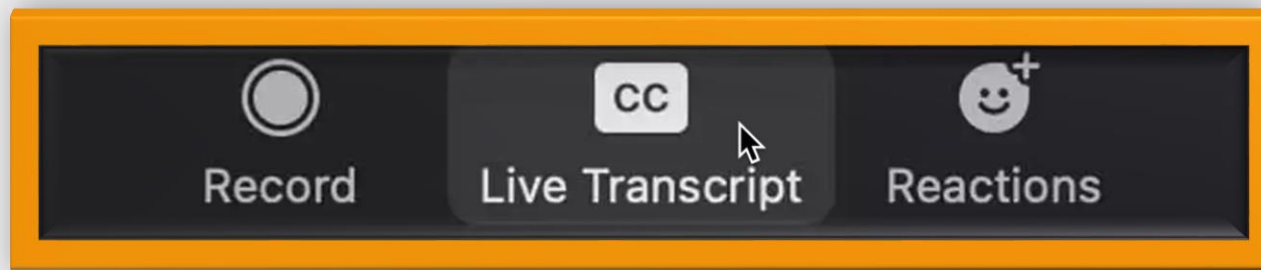
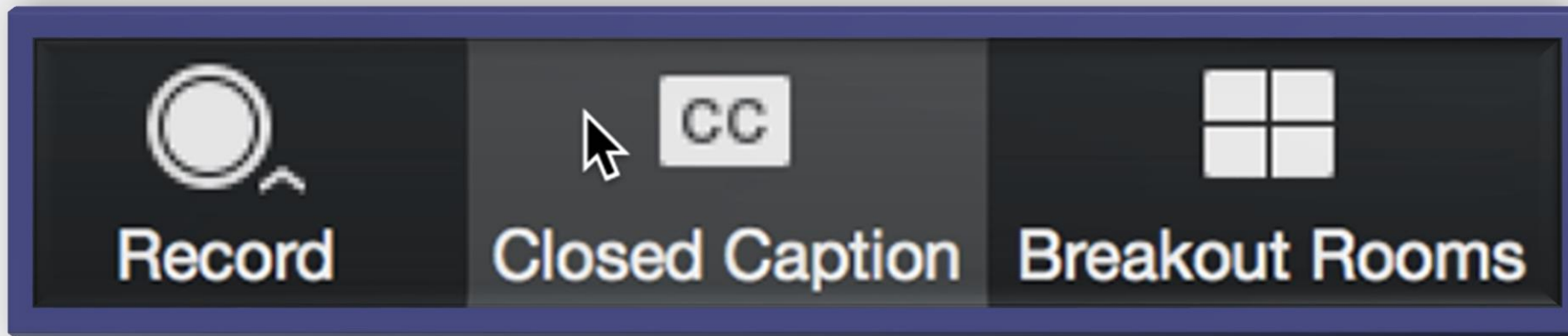




# ACCESSIBILITY IN MICROSOFT OFFICE 365

ALLY SHARP  
LANGSTON UNIVERSITY

# DO YOU KNOW HOW TO TURN ON CC CLOSED CAPTIONS?



# ABOUT ME

## ALLY SHARP

### Langston University

- Director of Faculty Development
- Instructional Designer

[sharpa@langston.edu](mailto:sharpa@langston.edu)

[asharpcookie.com](http://asharpcookie.com)

# MY PATH TO ACCESSIBILITY IN EDUCATION

## PROFESSIONAL EXPERIENCE

### Teacher

- Middle School through College
- Business and Community Technology Trainer
- OSU Writing Project

# MY PATH TO DIGITAL ACCESSIBILITY

## TECHNOLOGY TRAINER

### Microsoft Certifications

- Microsoft Innovative Educator
- Microsoft Educator Trainer

### Google Certifications

- Google Certified Educator
- Google Certified Trainer

# MY GUIDING PHILOSOPHY



**WE DO NOT HAVE “SPECIAL NEEDS”.  
WE HAVE THE SAME NEEDS, AND WE  
USE DIFFERENT TOOLS TO MEET THEM.**

**TREATING DIFFERENT  
THINGS THE SAME CAN  
GENERATE AS MUCH  
INEQUALITY AS TREATING THE  
SAME THINGS DIFFERENTLY.**

**-- KIMBERLÉ CRENSHAW**

# MY MICROSOFT FOCUS

## Model and Normalize Tools

### **Microsoft is the Platform of Business**

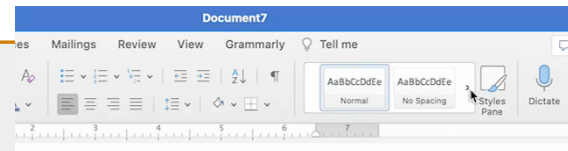
- Students are likely to use it in future jobs

### **Microsoft's Inclusivity Commitment**

- What we use are not "in beta"

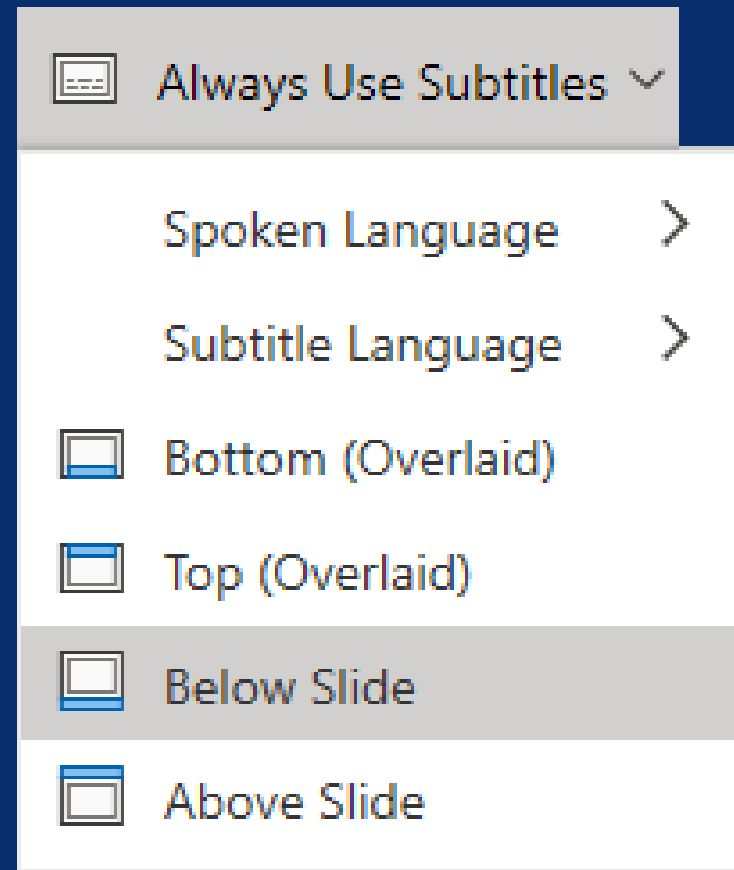
### **Tell Me | Search | What Do You Want to Do tool**

- Top of every Office App

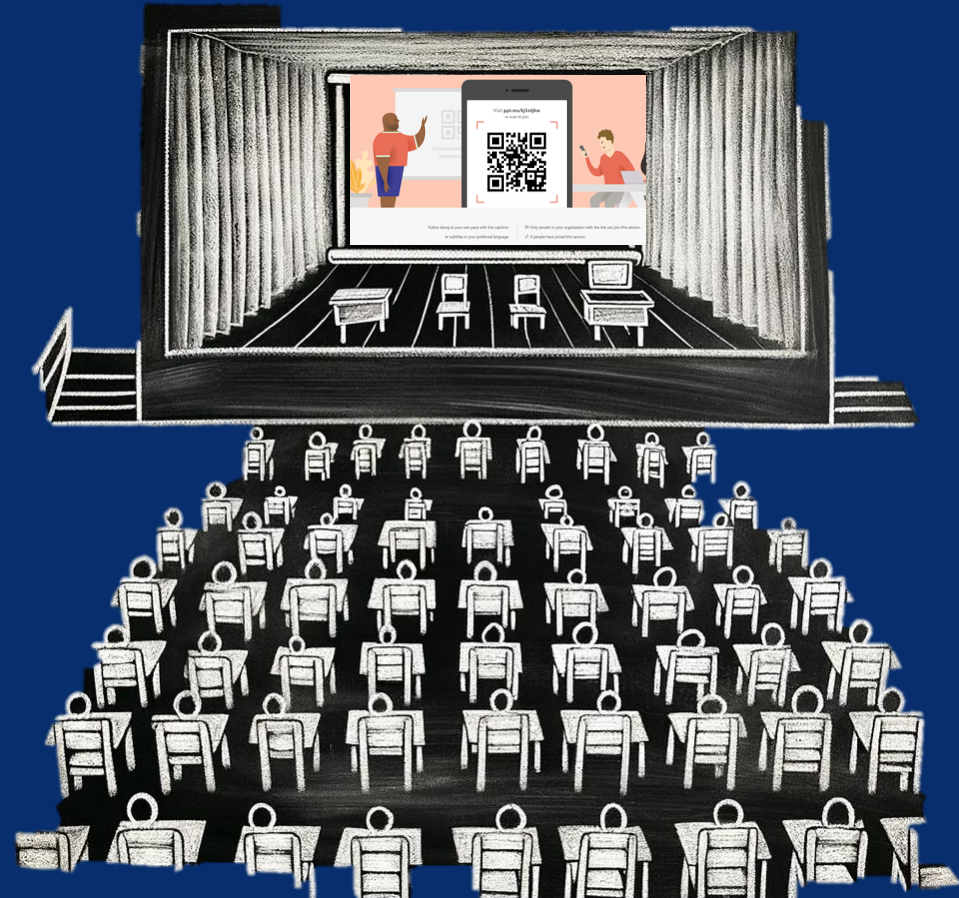
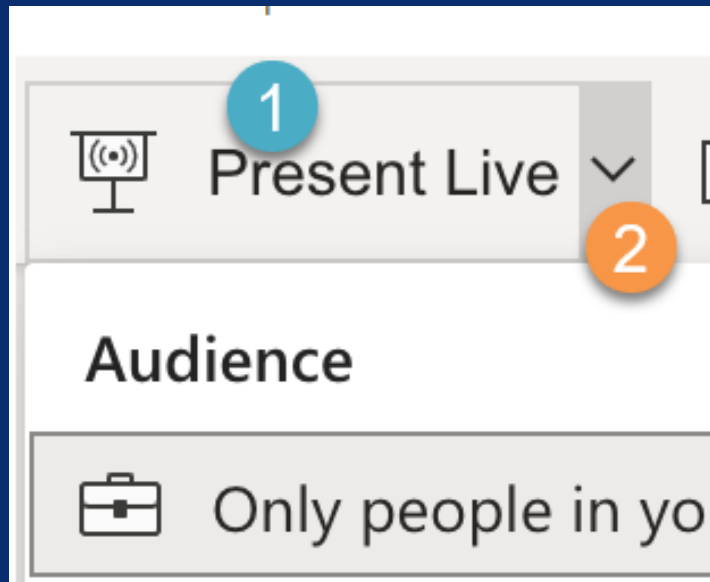




# IF WE WERE IN PERSON ... POWERPOINT HAS LIVE CAPTIONS & SUBTITLES



# PRESENT LIVE IN LARGE ROOMS



# ALT TEXT

## The Quick Guide

Explain the way you would over the phone

- ChatGPT and other AI can generate the description for you

Decorative means the image does not convey meaning

- Logos are necessary for validating a source

Describe Images

- In read aloud and presentations, describe images

# ALT TEXT EXAMPLE

AutoSave On Accessibility in MicroSoft OFFICE 365.pptx - Last saved by u... • Saving... Search Sharp, Ally SA

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Add-ins Help Articulate **1** **Alt** **Picture Format** Accessibility

Check Accessibility Font Color Text Highlight Color Shape Fill Shape Outline without Color Spelling Slide Title Reading Order Pane **2** Alt Text Mark as Decorative Insert Header Row Link Text

Review Color & Contrast Captions & Subtitles Resources

3 4 5 6 7 8 9

**MY GUIDING PHILOSOPHY**

CC | | | | | AD |

**WE DO NOT HAVE "SPECIAL NEEDS".  
WE HAVE THE SAME NEEDS, AND WE USE  
DIFFERENT TOOLS TO MEET THEM.**

Click to add notes

Slide 6 of 15 English (United States) Accessibility: Investigate Notes 59%

### Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

services or features. From left to right:  
1. "CC" in orange, symbolizing closed captioning.  
2. A red icon of a hand making a signing gesture, indicating sign

Generate alt text for me

Mark as decorative ⓘ

Powered by Office Services



## Alt Text



How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

*(1-2 detailed sentences recommended)*

Langston Lion statute at the Student Success Center at Langston University

Generate alt text for me

Mark as decorative ⓘ

The image shows a screenshot of the Microsoft Office 365 ribbon and the Alt Text pane. The ribbon includes the following options:

- Screen Reader: Alt Text, Mark as Decorative, Link Text
- Captions & Subtitles: Always Use Subtitles (checked), Subtitle Settings
- Resources: Insert Captions, Accessibility Help

The Alt Text pane is open, displaying the following content:

### Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

*(1-2 detailed sentences recommended)*

Blue and Orange (Langston Theme)

Mark as decorative ⓘ

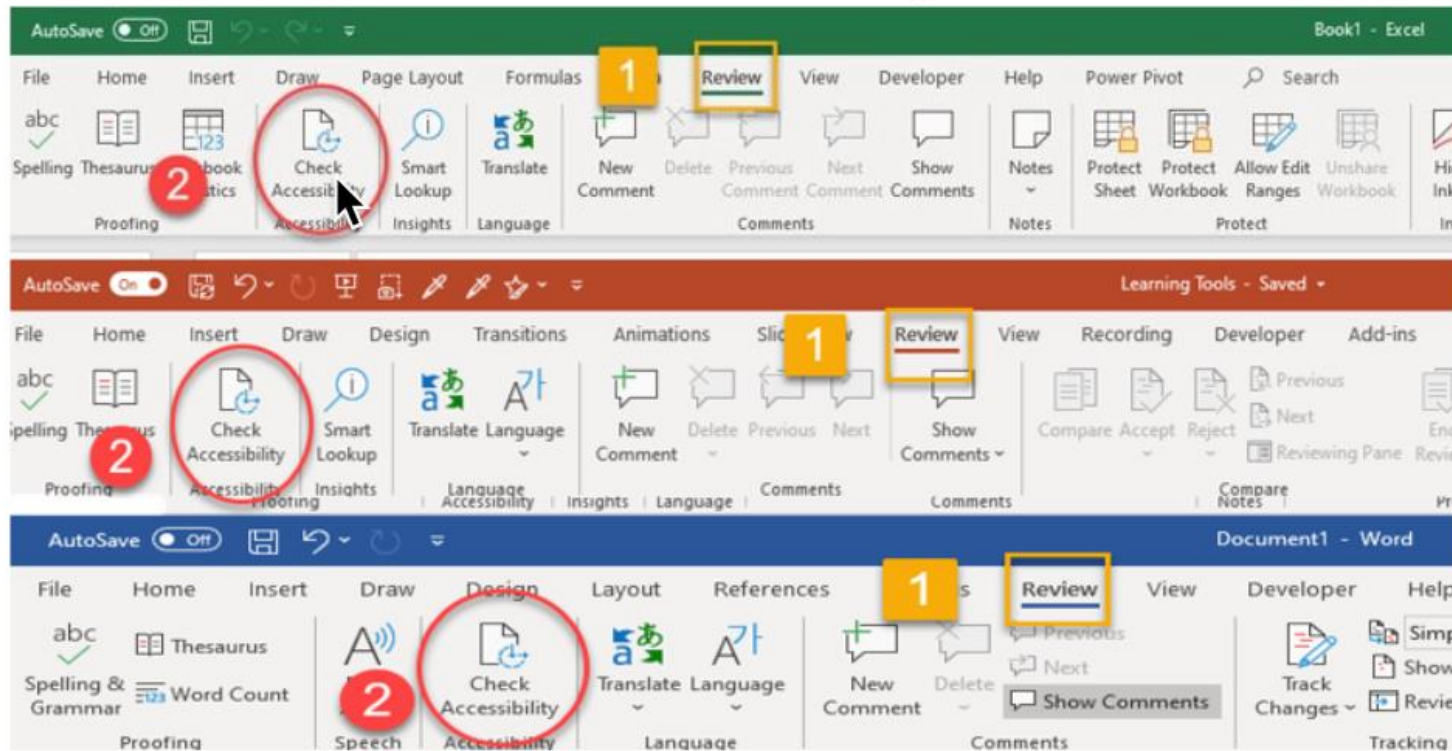
The background of the slide is dark blue with white text. The text reads:

# ACCESSIBILITY IN MICROSOFT OFFICE 365

ALLY SHARP  
LANGSTON UNIVERSITY

# ACCESSIBILITY CHECKER

## Review → Check Accessibility

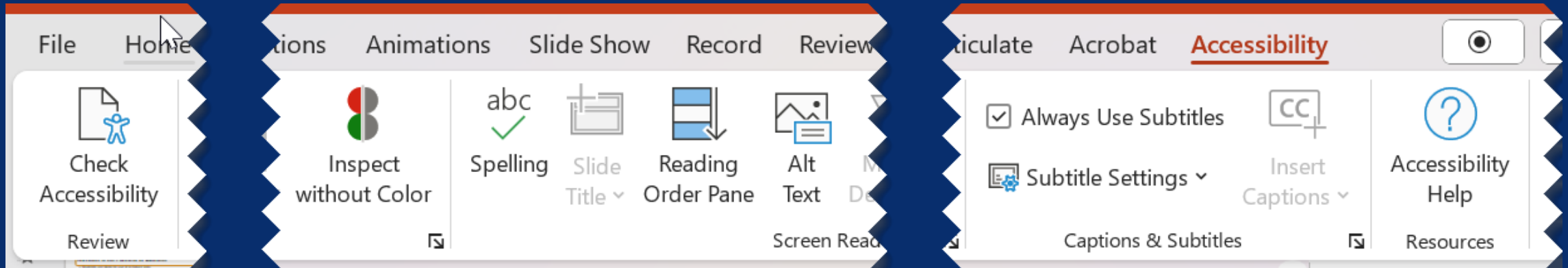


Excel

PowerPoint

Word

# ACCESSIBILITY RIBBON NEW TOOLS





# INSPECT WITHOUT COLOR

AutoSave On Accessibility in MicroSOft OFFICE 365.pptx - Last saved by user • Saved

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Add-ins Help Articulate Acrobat Shape Format Accessibility

Check Accessibility Font Color Text Highlight Color Shape Fill Shape Outline Inspect without Color Spelling Slide Title Reading Order Pane Alt Text Mark as Decorative Group Insert Header Row Link Text Always Use Subtitles Subtitle Settings Insert Captions Accessibility Help

Review Color & Contrast Screen Reader Captions & Subtitles Resources

**Shape Fill**  
Fill the selected shape with a solid color, gradient, picture, or texture.

1 ACCESSIBILITY IN MICROSOFT OFFICE 365

2 ALLY SHARP LANGSTON UNIVERSITY

3

4

5

6

7

Animation P...  
Play Selected  
1 Title 5: Accessibil...  
2 ALLY SHARP  
LANGSTON UNI...

Mention and describe the lion and LU Colors

Slide 1 of 42 English (United States) Accessibility: Investigate

# ACCESSIBILITY CHECKER



**THE EASIER IT IS FOR  
STUDENTS TO ACCESS YOUR  
CONTENT, THE EASIER IT IS  
FOR STUDENTS TO ENGAGE IN  
YOUR COURSE.**

# CONSIDER THESE STUDENTS



limited  
vision



limited  
hearing



limited  
motion



limited  
speech

# PRINCIPLES OF UNIVERSAL DESIGN

---

**Useful for All:** Useable by everyone in the anticipated audience.

---

**Flexibility in Use:** Adaptable to users' needs.

---

**Simple and Intuitive Use:** Easy to understand and use.

---

**Perceptible Information:** Clear and effective communication.

---

**Tolerance for Error:** Minimizes mistakes (example: warnings).

---

**Ease of Use Effort:** Requires minimal physical effort.

---

**Size and Space Use:** (accommodate body space)

# MICROSOFT'S TOOLS

“Learning Tools”  
“Accelerators”

```
graph LR; A["“Learning Tools”  
“Accelerators”"] --> B["Essential tools and  
resources for  
success"]; B --> C["Emphasis on  
accessibility for  
both students and  
teachers"]
```

Essential tools and  
resources for  
success

Emphasis on  
accessibility for  
both students and  
teachers

# EXCLUSIVITY

Exclusive tools are resource-limited and are reserved for people who meet specific criteria.

Disabled  
Parking

Limited  
Devices



# INCLUSIVITY



Ramps



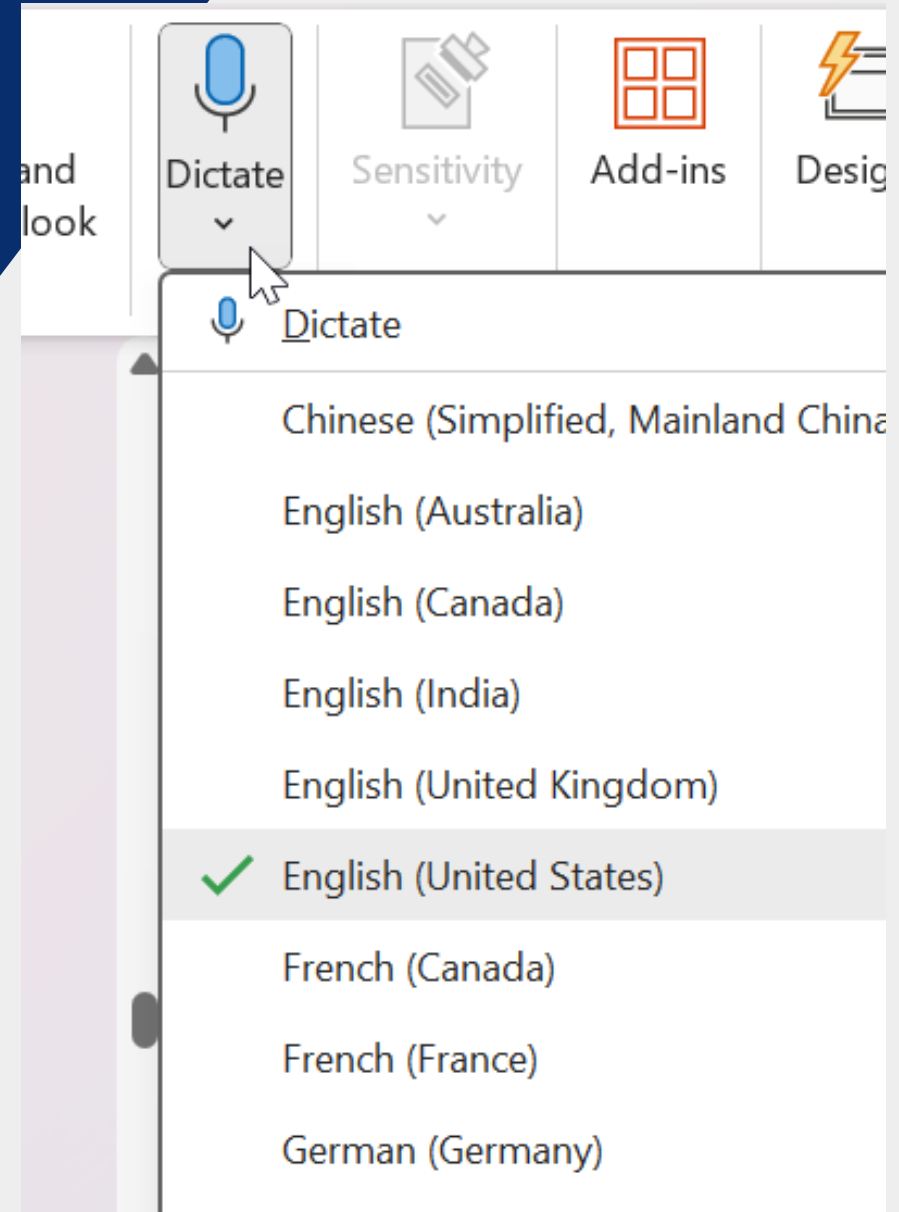
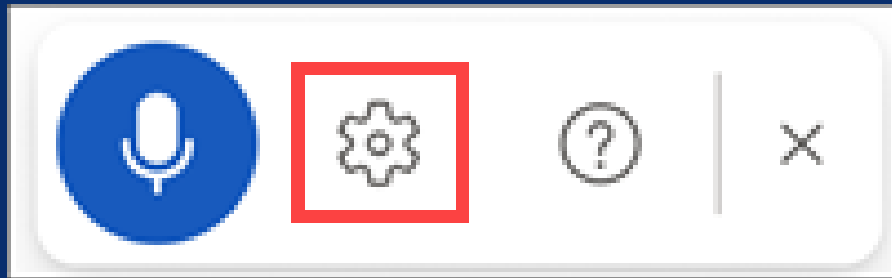
Closed Captioning

Inclusive  
tools are  
available for  
everyone.



**DEMONSTRATE USING  
INCLUSIVE AND ACCESSIBLE  
TOOLS SO PEOPLE SEE THEM  
AS NORMALIZED OPTIONS.**

# DICTATION



# KEYBOARD SHORTCUTS



Windows

macOS

iOS

Android

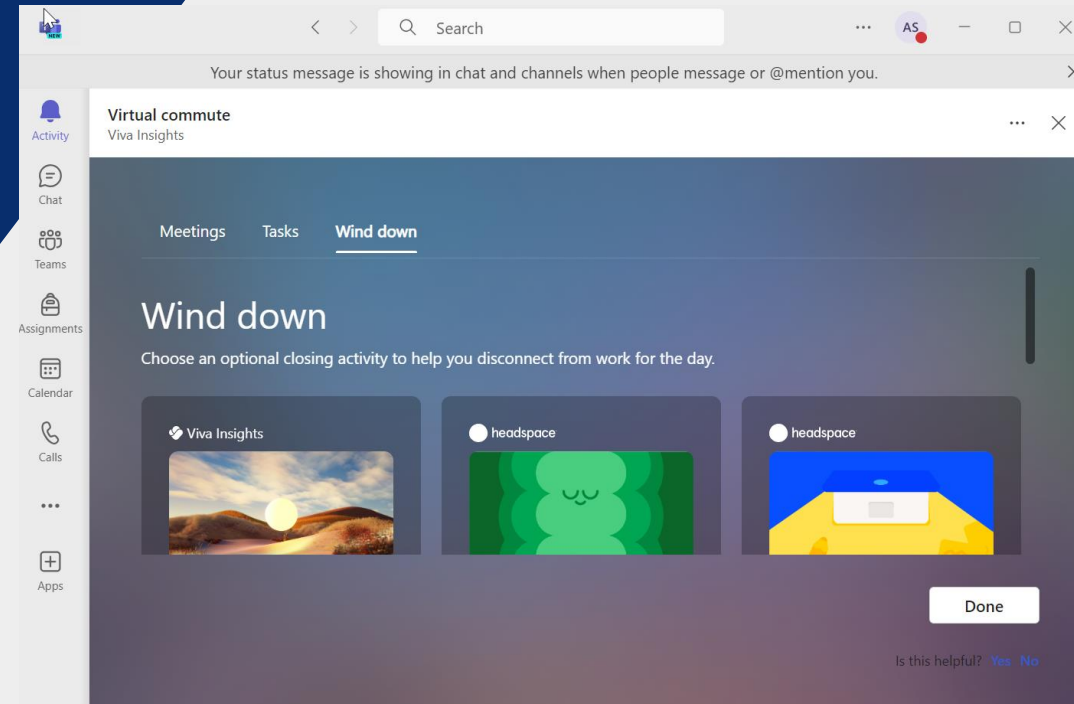
Web

- Keyboard shortcuts for Outlook
- Keyboard shortcuts in Word
- Keyboard shortcuts in Excel
- Use keyboard shortcuts to create PowerPoint presentations
- Use keyboard shortcuts to deliver PowerPoint presentations
- Keyboard shortcuts for Microsoft Teams
- Keyboard shortcuts in OneNote
- Keyboard shortcuts in Microsoft Planner
- Keyboard shortcuts in Project Online

# VIVA WELLBEING

How are you feeling?

Responses are private to you 



# MICROSOFT EDGE



## Text

Audio versions of text

- Read Aloud
- Immersive Reader

## PDF Reader

Adapts a fixed document

- Annotate pdfs
- Immersive Reader

## Available

Multi-Platform

- PC, Mac, Chromebook, Android, IOS

# AN EXAMPLE OF NORMALIZING TOOLS

## EDGE BROWSER : READ ALOUD

The screenshot shows the Microsoft Edge browser displaying the website <https://careers.langston.edu>. The browser's address bar and taskbar are visible at the top. The website header includes the Langston University logo, the text "Career and Professional Development", and navigation buttons for "Schedule an Appointment", "Handshake", and "Grow with Google". A secondary navigation bar contains links for "For Students", "Find an Internship or Job", "Upcoming Events", "For Employers", and "About Us". The main content area features a large banner with the text "Welcome to Langston University's Virtual Career Center!" and a sidebar titled "Upcoming Events" listing two events: "Langston University Spring 2024 Career Fair" on Feb 27 and "2024 Tulsa Collegiate Career Fair" on Feb 28. A "See more events" button is located at the bottom of the sidebar. The footer includes a "LATEST NEWS" section and a "Customize Your Alerts Here!" button.

Browser address bar: <https://careers.langston.edu>

Website Header: LANGSTON UNIVERSITY | Career and Professional Development

Navigation Buttons: Schedule an Appointment, Handshake, Grow with Google

Secondary Navigation: For Students, Find an Internship or Job, Upcoming Events, For Employers, About Us

Main Content: Welcome to Langston University's Virtual Career Center!

Upcoming Events:

- FEB 27 Langston University Spring 2024 Career Fair  
Tue, Feb 27 at 10am - 2pm
- FEB 28 2024 Tulsa Collegiate Career Fair  
Wed, Feb 28 at 12pm - 4pm

Footer: LATEST NEWS, Customize Your Alerts Here!

Read Aloud  
& Immersive  
Reader



# Read Aloud

Works on Most Pages

Available Offline

- Images Stay on Page

Ctrl+Alt+Space

- Right Click Menu

# Immersive Reader

Screen Tools

- Change fonts, colors, focus, show syllables

Translation

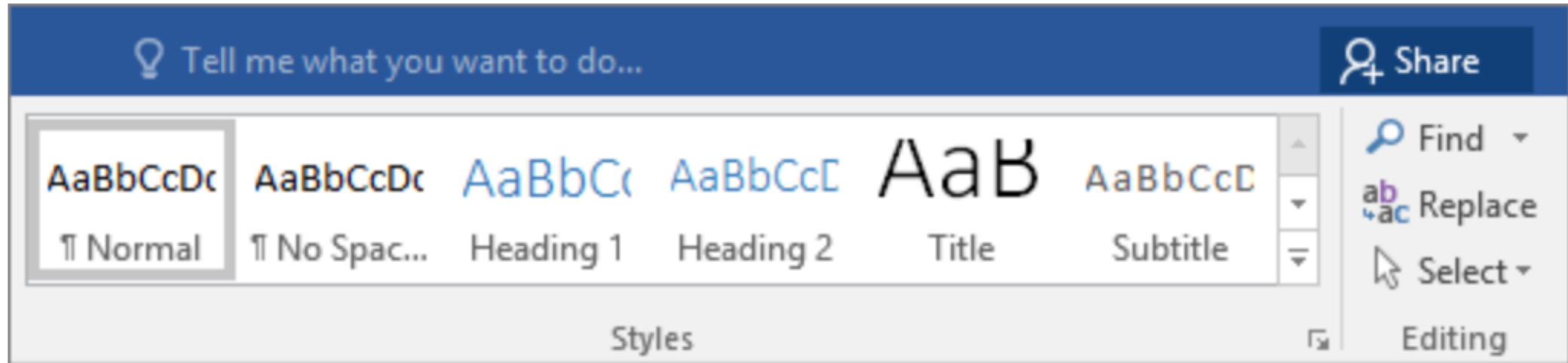
- Voice and Text
- Picture Dictionary

F9



# USING HEADING LEVELS

## Styles & Navigation





# BENEFITS OF HEADINGS

## Navigation Ease & Speed

- locate sections by tab, mouse, keyboard, or voice

## Enhances Readability

- breaks up text blocks
- consistency

## Formatting is Easy

- Design Tab in Word changes formats
- PDF Export with structure
- Auto generate Table of Contents

## Collaboration

- Helps segment sections when working together

# HEADING LEVEL EXAMPLES

Headings fit an Outline Structure



## Title

- Animals in Oklahoma

## Subtitle

- Discovering Nature's Friends

## Heading 1

- Land Animals

## Heading 2

- Mammals

## Heading 3


- Bison: The Prairie Kings

# ADAPTING THE VISUAL WORLD

## SEEING AI and LENS

App Store Preview

This app is available only on the App Store for iPhone and iPad.



**Seeing AI** 4+  
Talking Camera for the Blind  
Microsoft Corporation  
★★★★ 4.4 • 529 Ratings  
Free

**Screenshots** iPhone iPad

**Short Text**  
Speak text instantly

**People**  
Recognize friends.  
Describe faces and expressions.

**Product**  
Scan barcodes using audio beeps to  
guide you.

**Currency**  
Identify notes quickly

Seeing AI is a free app that narrates the world around you. Designed with and for the blind and low vision community, this ongoing research project harnesses the power

Microsoft | Store [Home](#) [Apps](#) [Games](#) [Movies & TV](#)



**Office Lens**  
Microsoft Corporation  
4.5 ★ | 841 ratings | Productivity

Share

# Microsoft App: Seeing AI



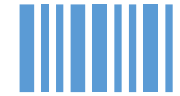
**Multiple modes in one app**



**Short Text**



**Documents**



**Products**

# Seeing AI: Available to Everyone for Free



**People**



**Scene**



**Currency**



**Color**



**Handwriting**



## Seeing AI Demonstration

These are real-time descriptions. I could barely record because it was so fast.



# Demonstration

## Barcode

- Detergent
- BBQ Sauce

## Document

- Reading a round hand-sanitizer can

## Scene

- Bananas
- Photo
- Speaker
- Dog



# Microsoft Lens

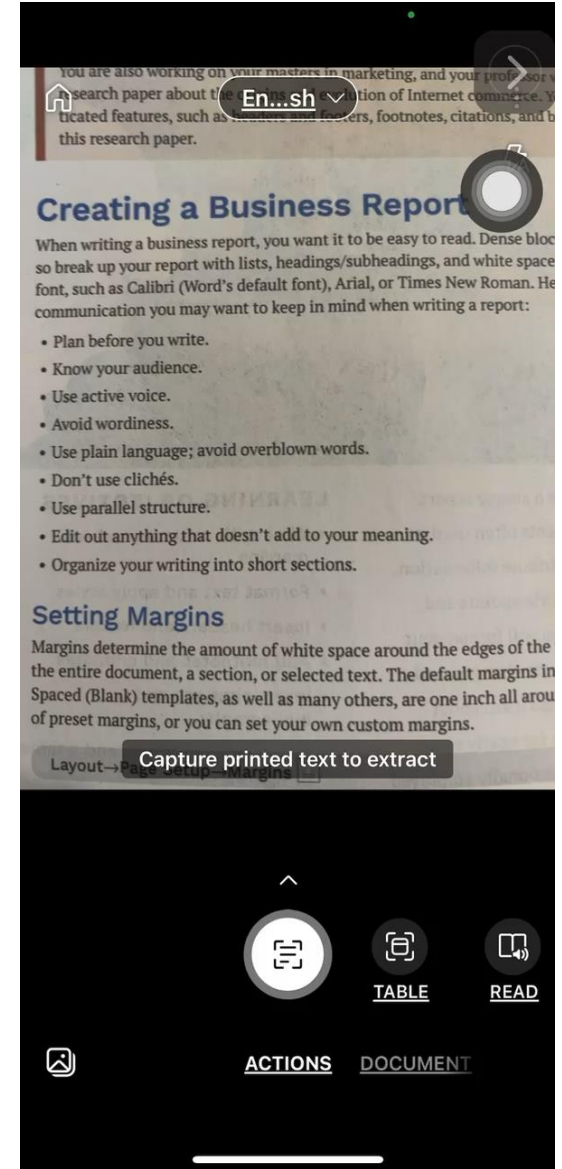
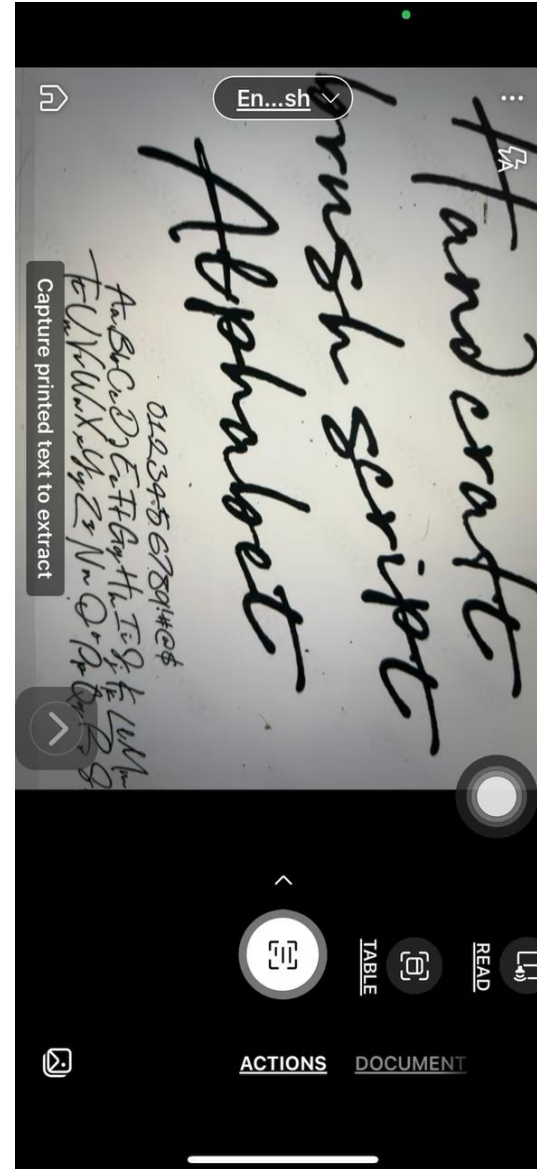
- Captures notes, sketches, drawings, whiteboards, pages, and equations
- Can focus on specific sections of the page.
- Scanner App
- Not as good as Seeing AI
- Somewhat annoying
- Works with Microsoft Office Apps
- For Android, Windows, and iOS



The screenshot shows the Microsoft Store interface. At the top left is the Microsoft logo followed by the word "Store". To the right are navigation links for "Home" (underlined), "Apps", and "Games". The main content area features the Office Lens app card. On the left is a red square icon with a white 'L' and a camera lens graphic. To the right of the icon, the app title "Office Lens" is displayed in bold black text, followed by "Microsoft Corporation" in blue. Below this, the rating "4.5 ★" and "841 ratings" are shown, along with the category "Productivity" in blue. A blue "Share" button is located at the bottom right of the app card.



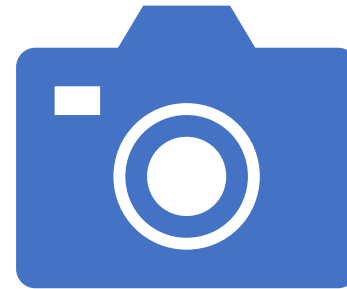
# Lens for Handwriting and Pages



# Summary



Seeing AI is a superstar that transforms the visual world into audio



Lens is a good scanner that links to directly to Office 365

# NEXT STEPS

Explore the Microsoft Tools

---

Model how to use tools

---

(Immersive Reader !)



Use the Accessibility Checker

**START WHERE YOU ARE. USE  
WHAT YOU HAVE. DO WHAT  
YOU CAN.**

**-- ARTHUR ASHE**

# THANK YOU

Ally Sharp  
Langston University  
[sharpa@langston.edu](mailto:sharpa@langston.edu)