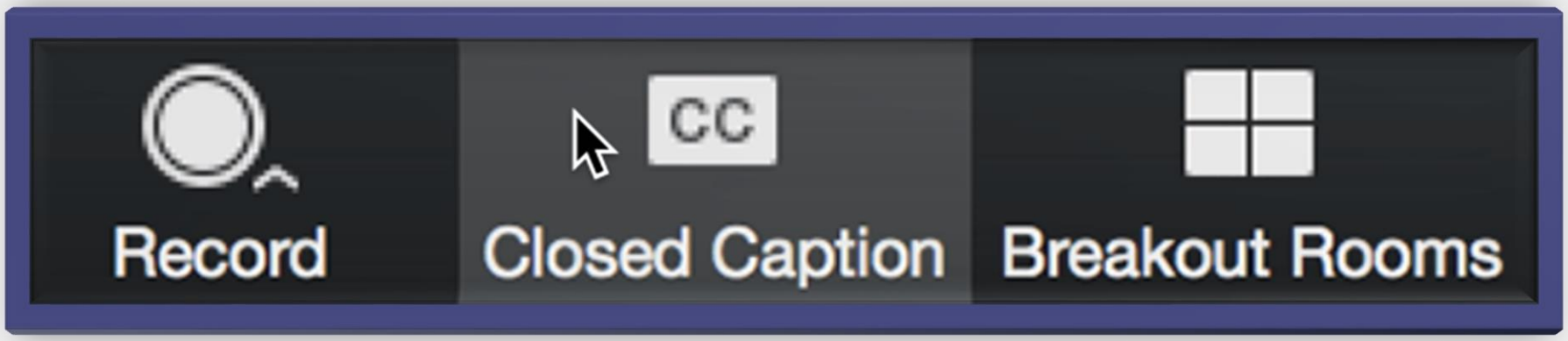
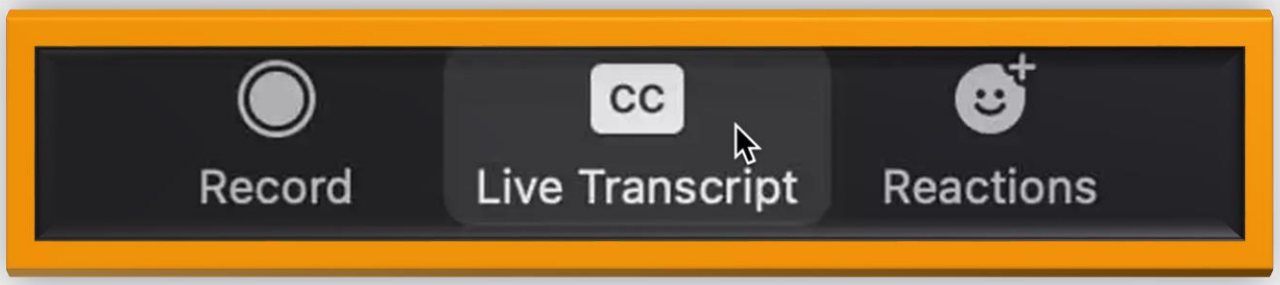
ACCESSIBILITY IN MICROSOFT OFFICE 365

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

asharpcookie.com

MY PATH TO ACCESSIBLITY 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

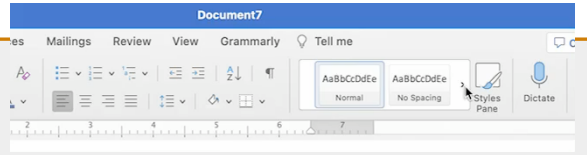
- Students are likely to use it in future jobs

Microsoft's Inclusivity Commitment

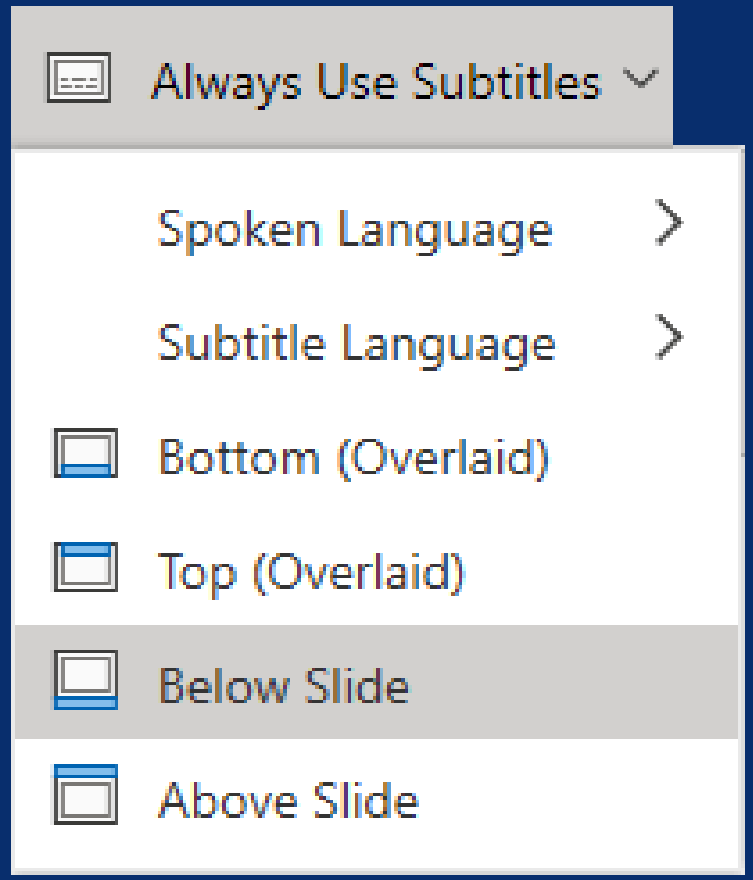
- What we use are not "in beta"

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

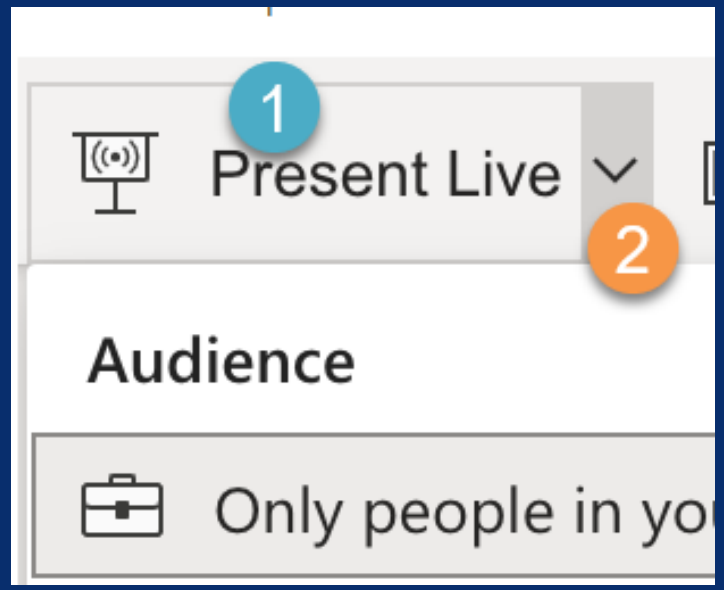
- Top of every Office App

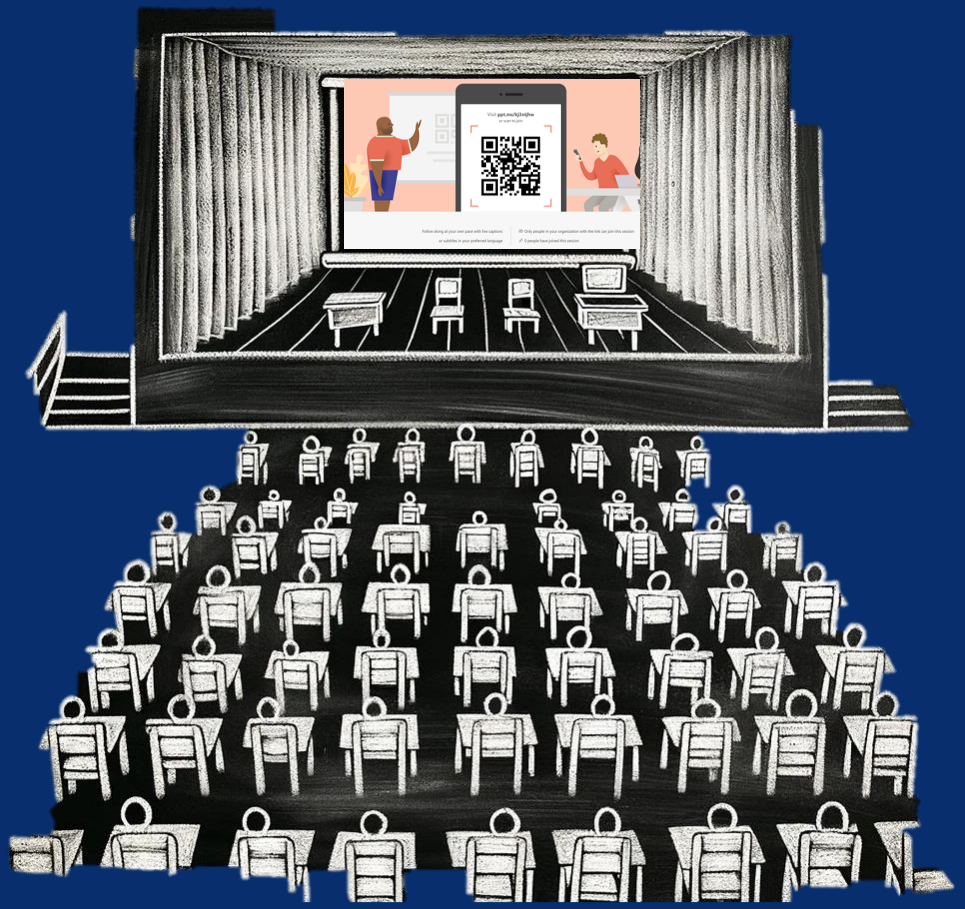


IF WE WERE IN PERSON …
POWERPOINT HAS LIVE CAPTIONS & SUBTITLES



PRESENT LIVE IN LARGE ROOMS



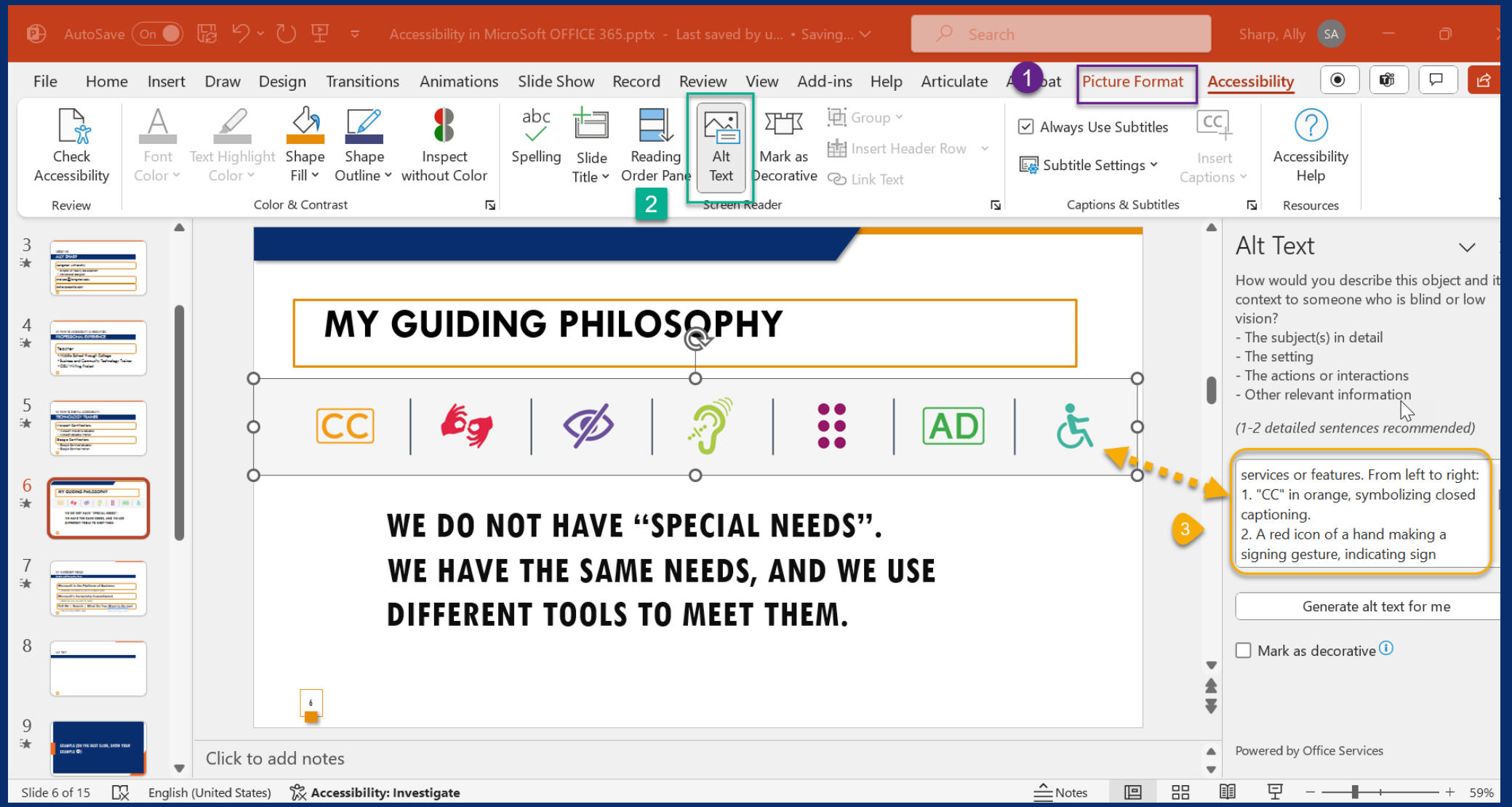


ALT TEXT

The Quick Guide

Explain the way you would over the phone	Decorative means the image does not convey meaning	Describe Images
• ChatGPT and other AI can generate the description for you	• Logos are necessary for validating a source	• In read aloud and presentations, describe images

ALT TEXT EXAMPLE



Alt Text

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

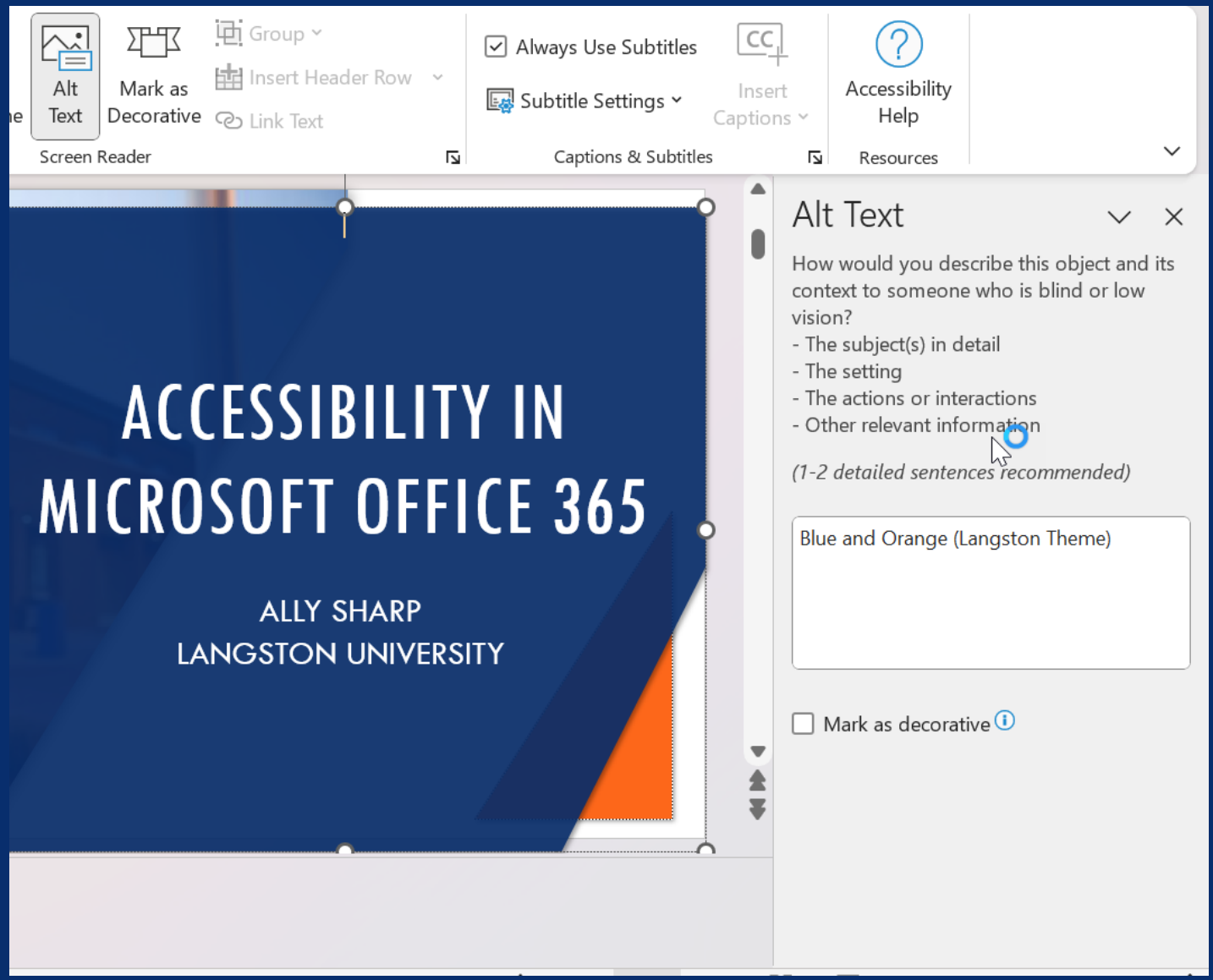
- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Langston Lion statute at the Student Success Center at Langston University

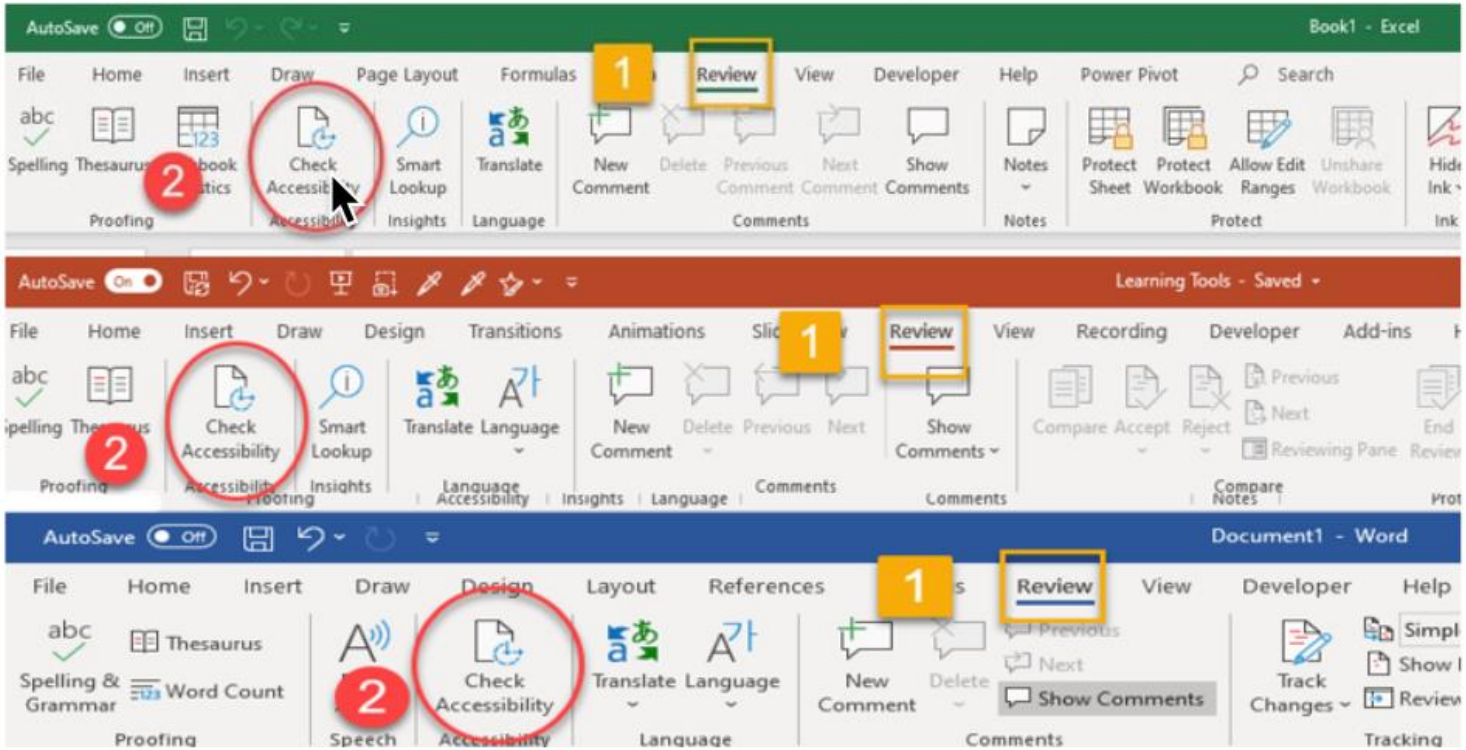
Generate alt text for me

☐ Mark as decorative


Alt Text
Mark as Decorative
Group
Insert Header Row
Link Text
Screen Reader
Always Use Subtitles
Subtitle Settings
Insert Captions
Captions & Subtitles
Accessibility Help
Resources
ACCESSIBILITY IN MICROSOFT OFFICE 365
ALLY SHARP
LANGSTON UNIVERSITY
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

ACCESSIBILITY CHECKER

Review→ Check Accessibility



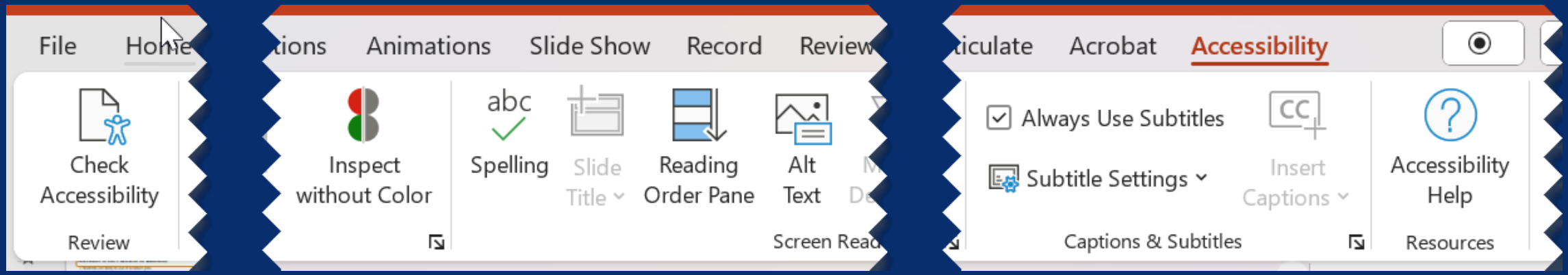
Excel

PowerPoint

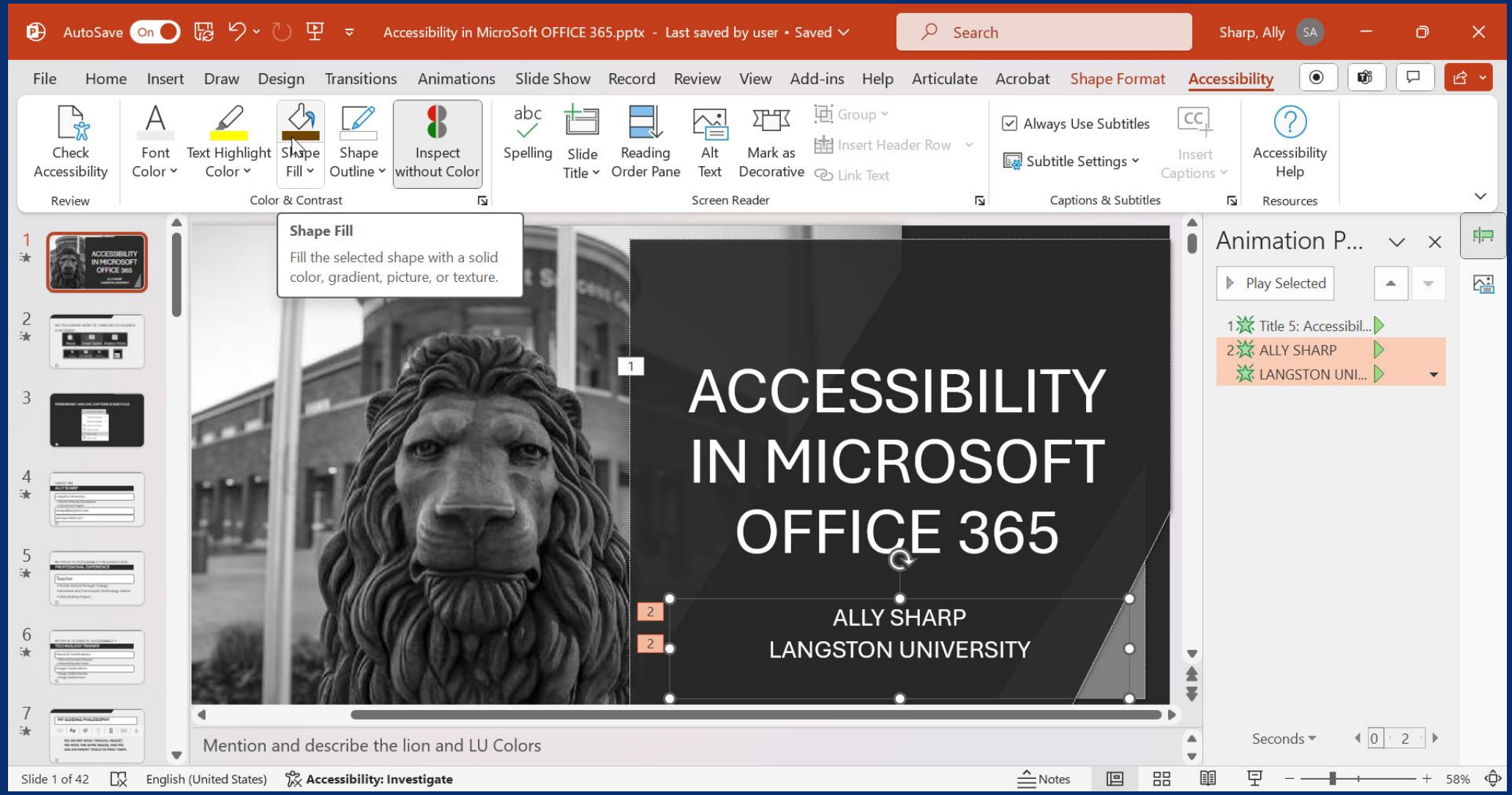
Word

New Features in 365

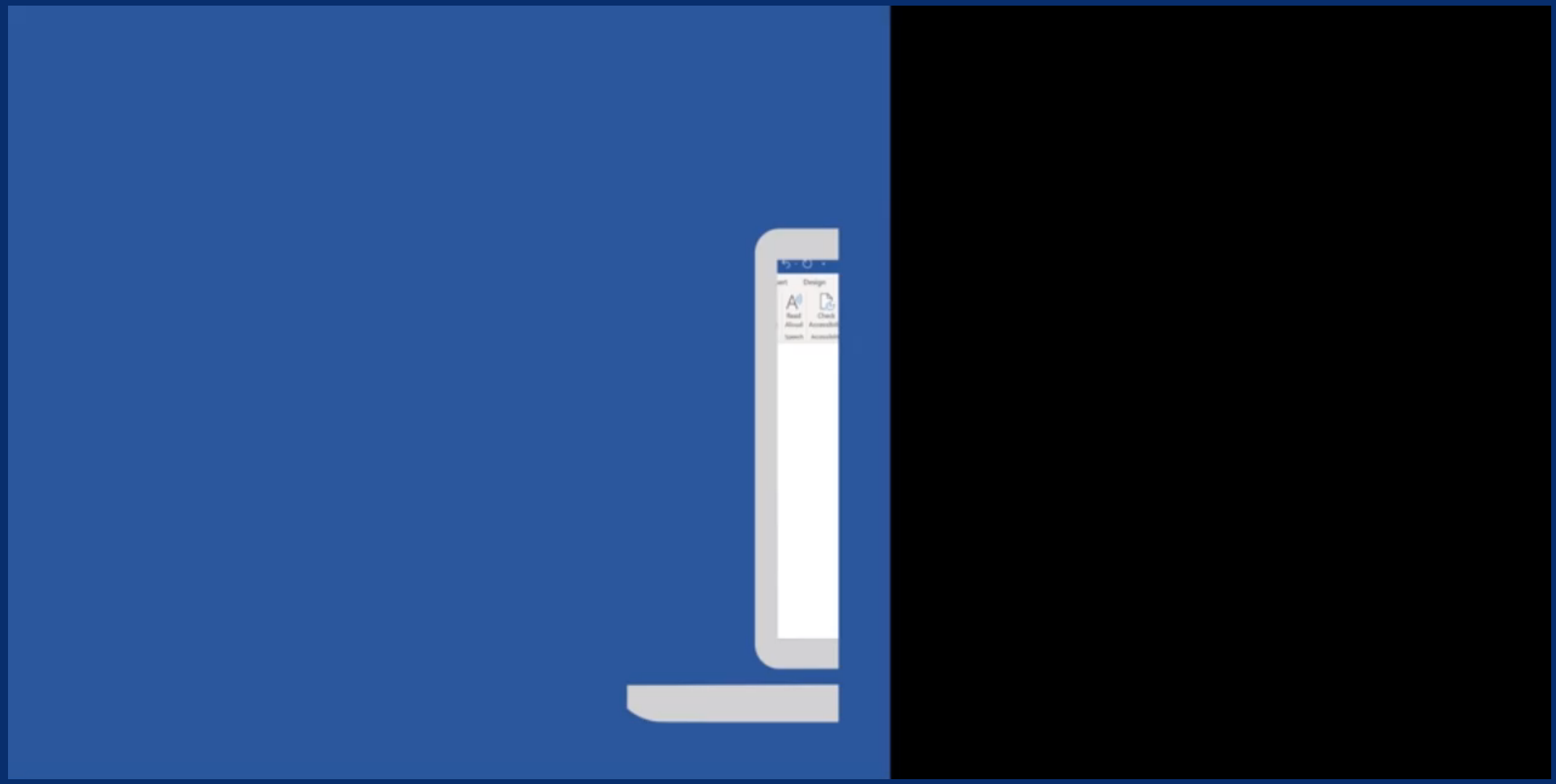
ACCESSIBILITY RIBBON NEW TOOLS



INSPECT WITHOUT COLOR



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"

Essential tools and resources for success

Emphasis on accessibility for both students and teachers

Disabled Parking

Limited Devices

EXCLUSIVITY

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

INCLUSIVITY

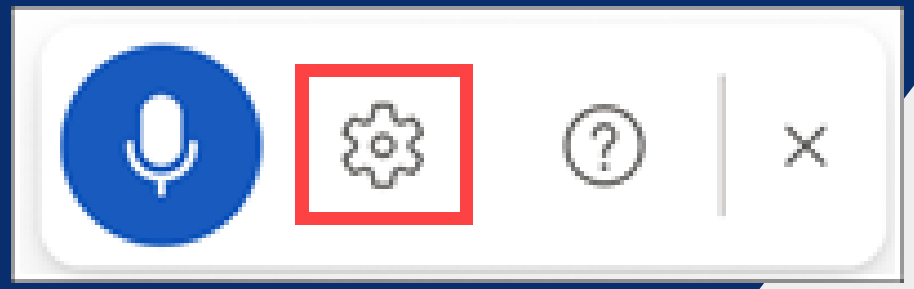
Ramps

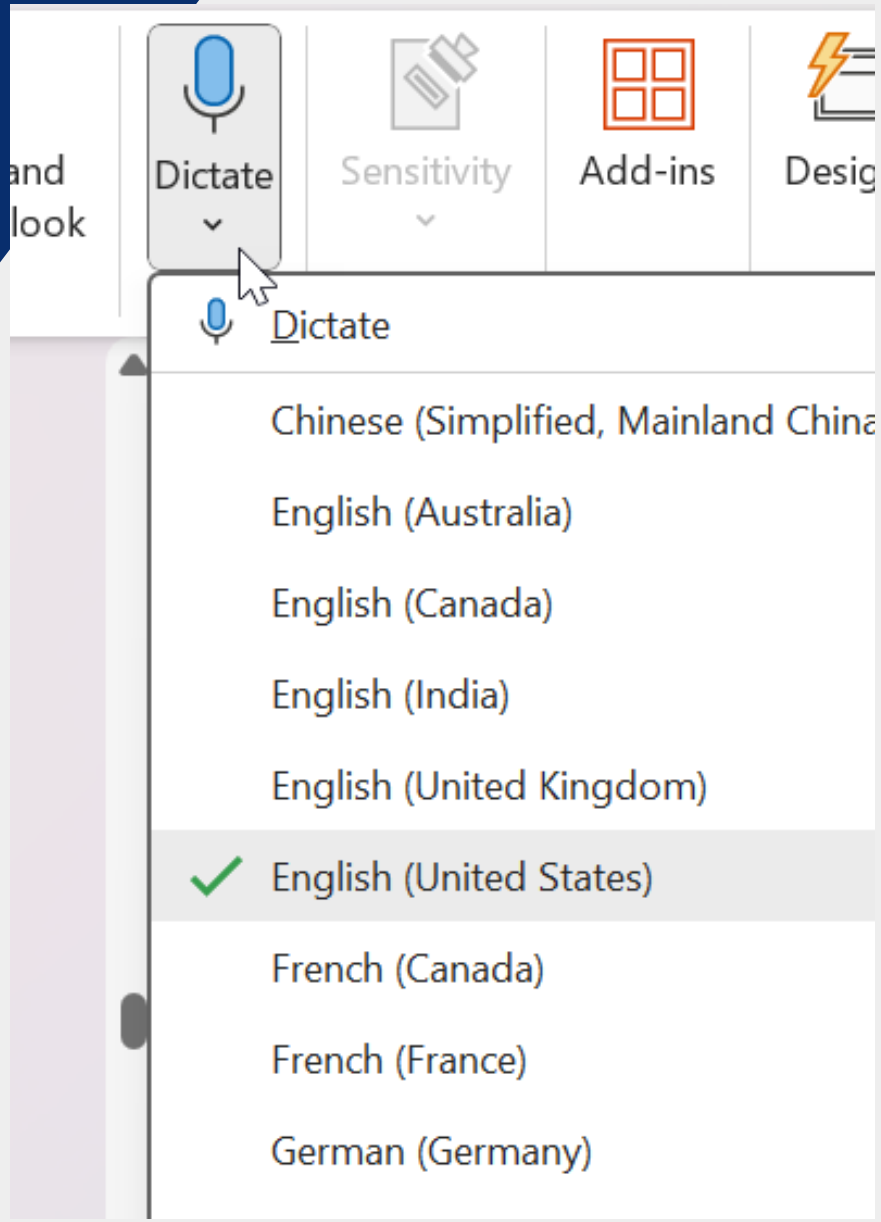
Closed Captioning

Inclusive tools are available for everyone.

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

DICTATION



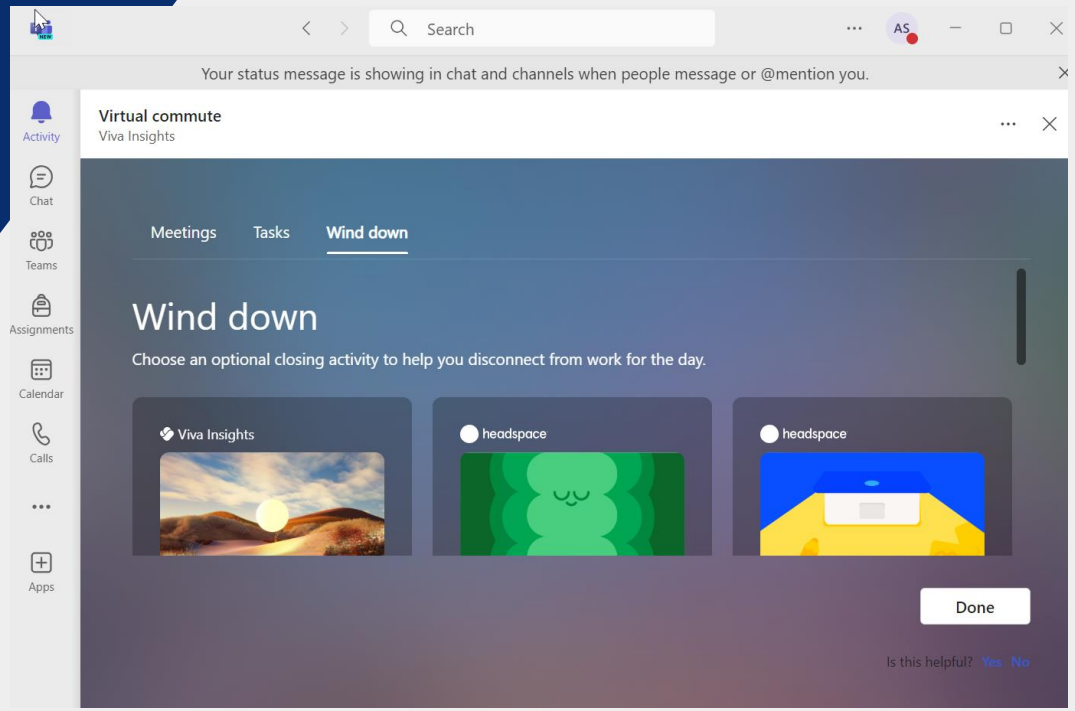

and
look
Dictate
Sensitivity
Add-ins
Desig
Dictate
Chinese (Simplified, Mainland China
English (Australia)
English (Canada)
English (India)
English (United Kingdom)
English (United States)
French (Canada)
French (France)
German (Germany)

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



MICROSOFT EDGE

Text
Audio versions of text

- Read Aloud
- Immersive Reader

PDF Reader
Adapts a fixed document

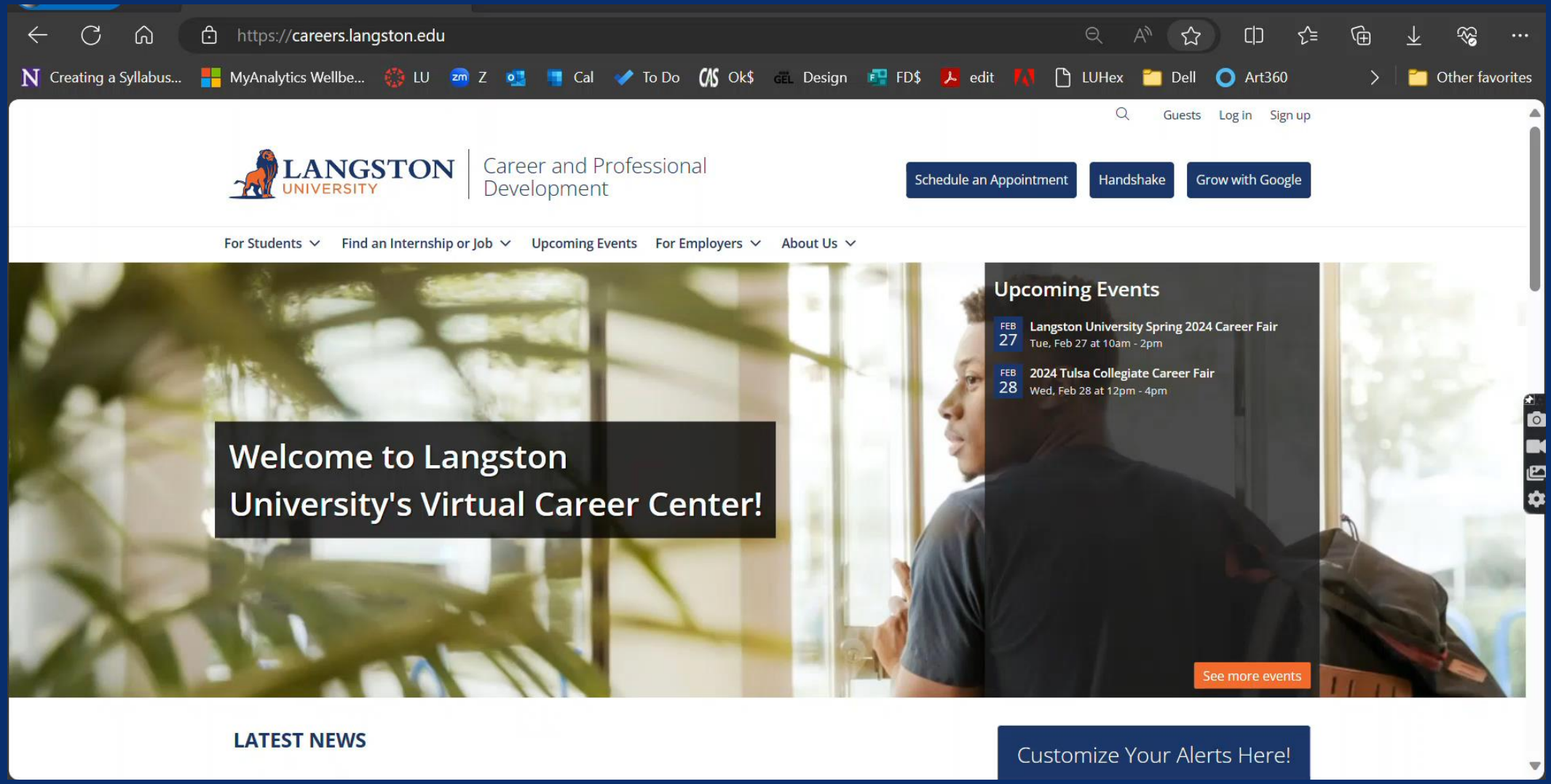
- Annotate pdfs
- Immersive Reader

Available
Multi-Platform

- PC, Mac, Chromebook, Android, IOS

AN EXAMPLE OF NORMALIZING TOOLS

EDGE BROWSER : READ ALOUD



Read Aloud & Immersive Reader

Read Aloud

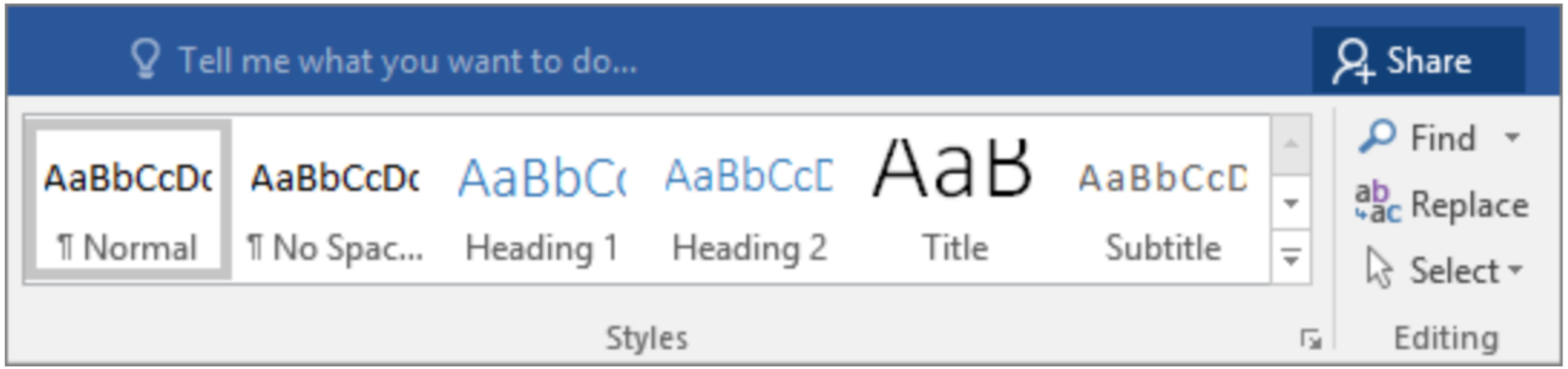
- Works on Most Pages
- Available Offline
  - Images Stay on Page
- Ctrl+Alt+Space
  - Right Click Menu

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

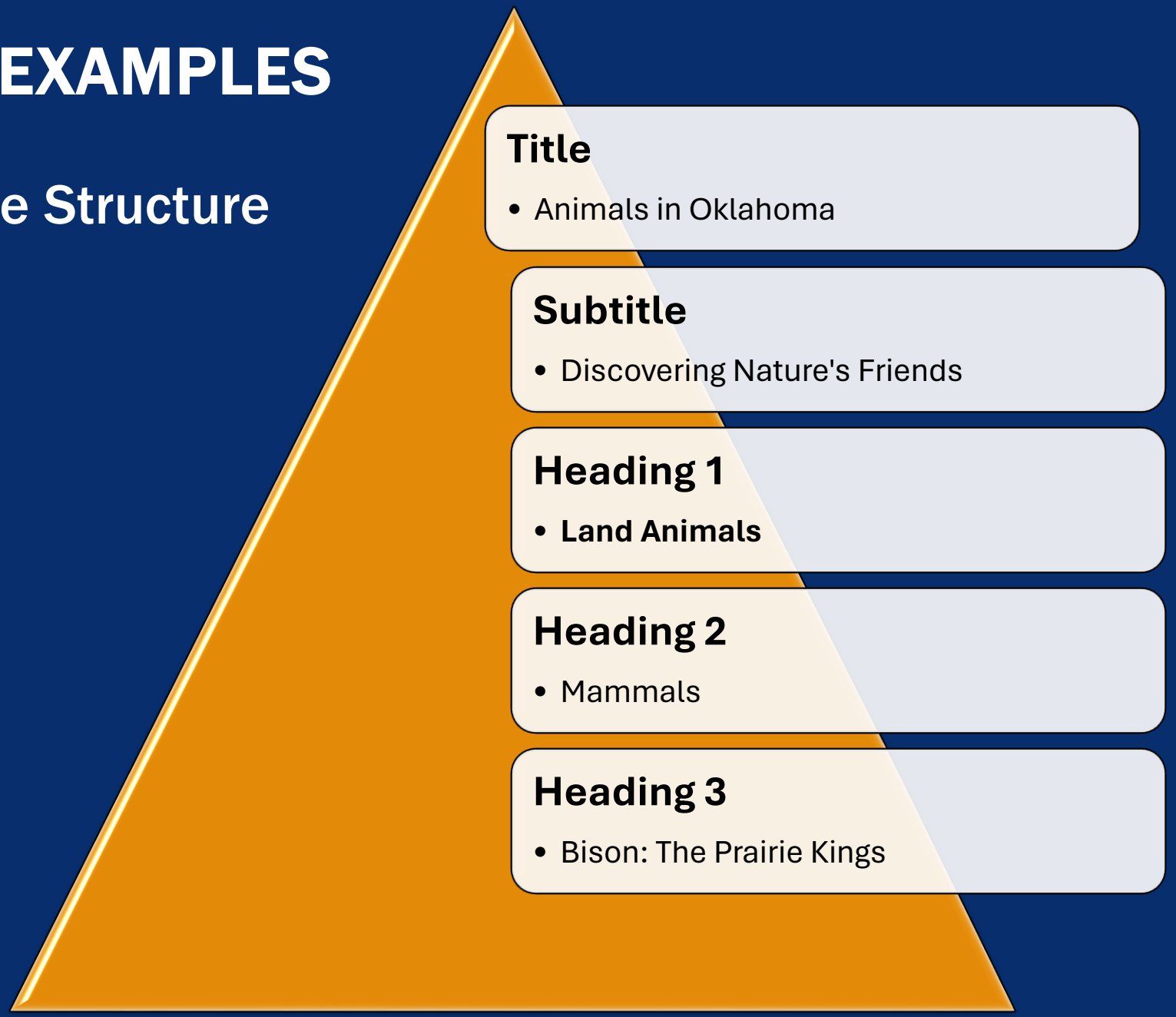
- Design Tab in Word changes formats
- PDF Export with structure
- Auto generate Table of Contents

Collaboration

- Helps segment sections when working together

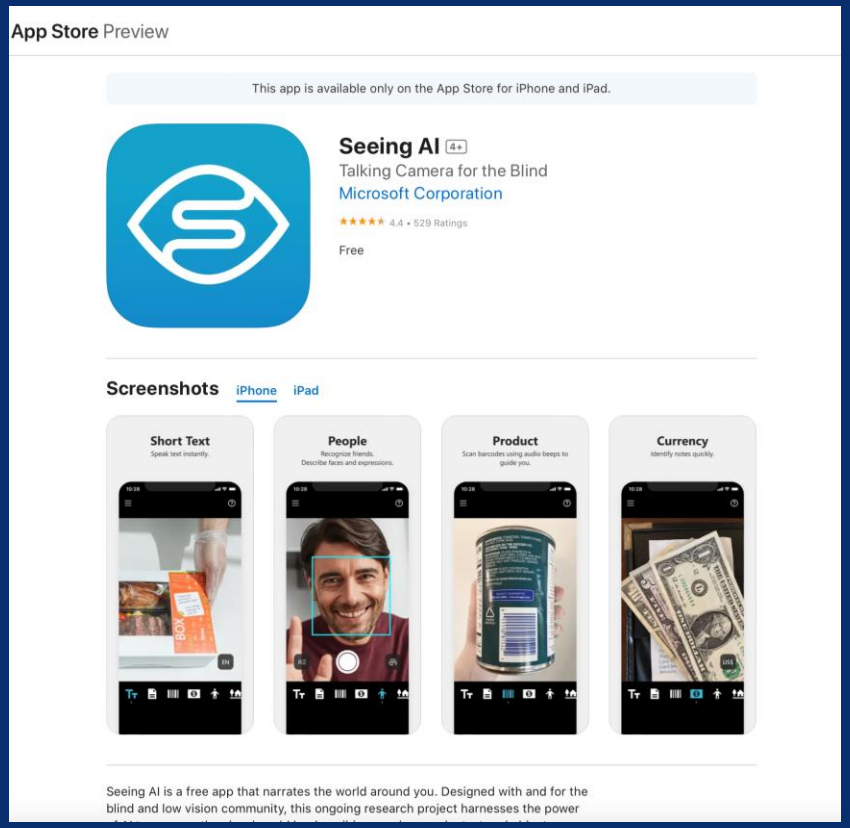
HEADING LEVEL EXAMPLES

Headings fit an Outline Structure



ADAPTING THE VISUAL WORLD

SEEING AI and LENS



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

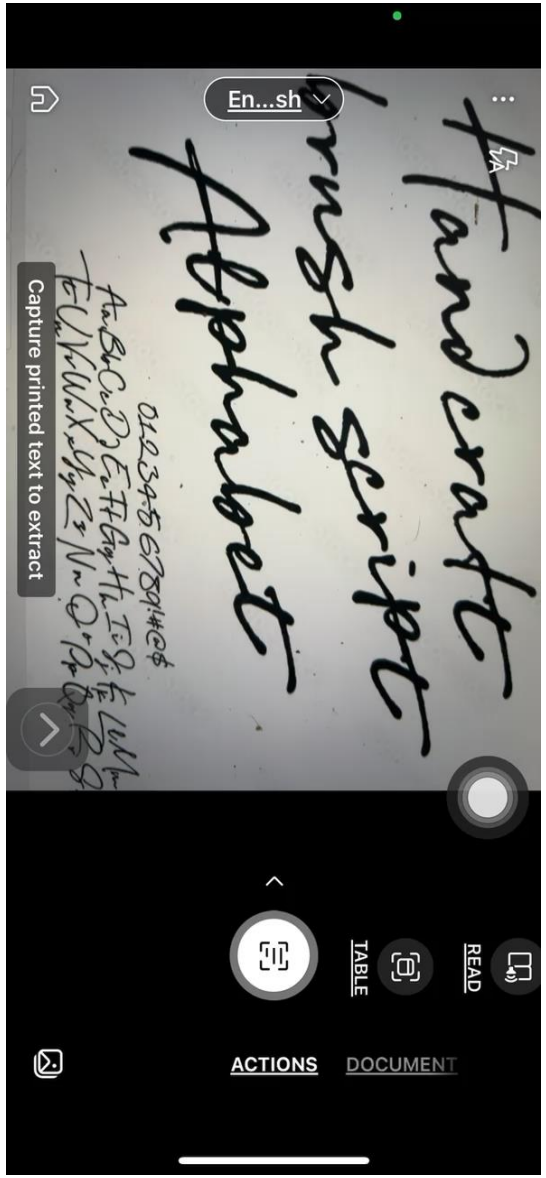
Scene

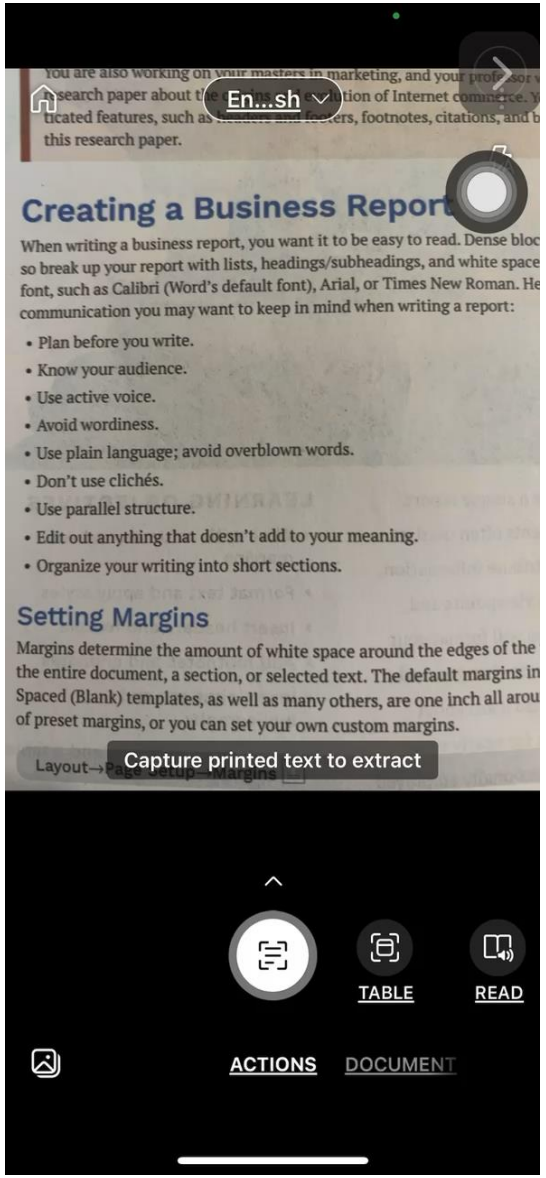
- Bananas
- Photo
- Speaker
- Dog

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

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