SAIF elearning module Hidden Accessibility

Table 1 Accessibilty Topics: Finding the Right Buttons in MS Office 2003, 2007, 2010

	MS Office 2003	MS Office 2007	MS Office 2010
Document Structure (Please note that this topic is not covered in the SAIF elearning course.)	Click Document Map button on the Toolbar Opens a Window to left of Page Creates Headings List as you type. Clicking on a heading will take you to that part of the document	Click on View Click on Document Map Opens a Window to left of Page Creates Headings List as you type. Clicking on a heading will take you to that part of the document	Click on View Click on Document Map Opens a Window to left of Page Creates Headings List as you type. Clicking on a heading will take you to that part of the document. It will tell you If the document has no Headings.

	MS Office 2003	**MS Office 2007**	**MS Office 2010**
Styles	Click on Format in Menu Bar Click on Styles Click on Formatting Click on style you wish to change Choose modify Make changes Click on add to template to store change.	Use Styles Group in Home Tab You can set default: • Styles Set • Colours • Font Sets and/or modify individual Styles Right Click Style to Modify it Click New Documents Based on this Template to store change	Use Styles Group in Home Tab You can set default: • Styles Set • Colours • Font Sets • Paragraph Spacing and/or modify individual Styles Right Click Style to Modify it Click New Documents Based on this Template to store change

	MS Office 2003	MS Office 2007	MS Office 2010
Properties	Click on File Click on Properties Click on Summary Enter details Click OK	Click on Office Button –top left corner of screen Click on Prepare Click on Properties Enter Details Click on Document Properties, Advanced properties for more options.	Click on File – First Tab – top left of screen Click on Info Properties Panel appears to right of screen. This can be completed or You can click on Properties: Show Properties Box & then complete.

	MS Office 2003	MS Office 2007	MS Office 2010
Alternative text	Right Click on Image Click on Format Picture Click on Web/ or Alt Text Box will be blank Enter meaningful Text Click on OK	Right Click on Image Click on Size Click on Alt Text File name will already be entered. This can be changed to make text more meaningful Click on OK	Right Click on Image Click on Format Picture Click on Alt Text Title & Description Box will be blank Enter Text in Title Box Enter Description in Description Box Click Close

	MS Office 2003	MS Office 2007	MS Office 2010
Tables	Click on Table in the Menu Bar Click on Insert & choose number of rows & columns in the dialogue box. Click OK There doesn't seem to be a way of identifying the extent of the table.	Click on Insert in Menu Bar Click on Table Highlight number of Rows and Columns Click on Design under Tables Tools and tick: Header Row, First Column, Total Row and Last Column. This allows Screen-reading software identify the extent of the table	Click on Insert in Menu Bar Click on Table Highlight number of Rows and Columns Click on Design under Tables Tools and tick: Header Row, First Column, Total Row and Last Column This allows Screen-reading software identify the extent of the table