

# Creating Accessible Course Content in Microsoft Word

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Many educators use one or more programs contained in Microsoft® Office when creating course content or other instructional materials for online courses. In this post we'll focus on a few tips and techniques for making accessible content using Microsoft® Word, although similar concepts apply to other word processing programs.

## Using Word Documents in Online Courses

From an accessibility perspective, the same content provided in an HTML page is usually more accessible than a word processing document. If at all possible, provide online course content as a web page. If that is not possible, then providing a Word document that is created in an accessible manner is one alternative to consider.

## Categories of items found by Accessibility Checker

**Errors:** Content that makes the document impossible or very difficult to read and understand for people using assistive technology. Common errors in Word documents include:

- No headings applied and no Table of Contents used
- Missing Alt Text for non-text objects
- Proper table header formatting

**Warnings:** Content that will likely (but not always) make the document difficult to understand for people using assistive technology. Common warnings include:

- Table structure (split or merged cells, nested tables, or completely blank rows or columns)
- Hyperlink text that is not meaningful or descriptive
- Repeated blank characters

**Tips:** Content that should be understood with assistive technology, but could be better organized to improve the experience. Common tips include:

- If there is a video, it will alert you to check for closed captions
- If an image has a watermark, it might be misunderstood

- Headings follow in a logical order, no levels are skipped

## **Additional Information**

For more information, refer to the Microsoft support topic [Make your Word documents accessible to people with disabilities](#).