Design Document-
Introduction to Accessible Digital Documents: Microsoft Word

Business Purpose	HR has been receiving complaints that some departments are sending out Word documents that are not accessible. As a result, some of the recipients of these documents cannot read them. They have to either depend on their colleagues to relay the information, or they have to send the documents to HR for remediation. Both strategies result in significant lost time, particularly when the documents pertain to or contain time-sensitive information. Staff members work in different shifts and are distributed across three different company buildings. Goal: To train all staff who use Microsoft Word on basic accessibility functions so that distributed documents are accessible. Future courses on email, PowerPoint, Excel, and PDFs to follow.
Target Audience *Training Time*	Employees who use Microsoft Word 20 minutes. This time frame enables learners to learn the basics of creating accessible documents in Word, including knowledge checks where they review what they have learned. It allows the learner to complete the training in one sitting if their schedule allows, or to break it up into smaller chunks if necessary.
Training Recommendation	Because staff are geographically distributed and also work different shifts, an interactive eLearning course is the best option. Staff will be able to take the course on their own time and will be able to reference the course later. The course will showcase the different accessibility functions in Word.
Deliverables	● eLearning course in Articulate Rise ● Job Aid: Word Accessibility Checklist
Learning Objectives	● Define accessibility in electronic or digital documents ● Recognize the importance of creating accessible documents. ● Identify the features used in Microsoft Word to make fonts, lists, headings, tables, and links accessible.
Training Outline	**Introduction** ● Defining accessibility ● Why we should follow the guidelines ● Types of assistive technology **General Guidelines for Accessibility in Digital Documents**

	● Content and Organization
	  o Headings and subheadings
	  o Table of content
	  o Lists
	  o Natural language links
	  o Alt-text
	● Visual Guidelines
	  o Fonts
	  o Color
	  o Text contrast
	  o Avoiding blinking, flashing, and flickering text
	
	Knowledge Check
	
	Accessible Microsoft Word Documents Part 1
	● Fonts
	● Lists
	● Headings
	
	Knowledge Check
	
	Accessible Microsoft Word Documents Part 2
	● Tables
	● Links
	
	Knowledge Check
	
	Summary and Review
	● Review is a graded knowledge check that covers all the content
	
	Quiz
	
	Congratulations

Assessment Plan	● 88% passing on eLearning assessment of 8 multiple-choice and true/false questions ● Learners have 2 attempts