



Google Sheets and Accessibility

Gateway wants to ensure resources are accessible to all learners. The following cheat sheet will help you ensure your Google Sheets comply with Gateway's target metrics.

Checklist

1. Structure & Organization

- ☐ Use descriptive titles for the [sheet](#) and [document](#).
- ☐ [Organize data](#) in a clear and logical order (e.g., headers in the first row, data below).
- ☐ Keep the layout simple and avoid unnecessary merged cells.
- ☐ Provide [alternative text](#) for visual elements like charts and images.

2. Headers & Labels

- ☐ Use [column and row headers](#) (bold or shaded for clarity).
- ☐ Mark the first row as a header using **View > Freeze > 1 row**.
- ☐ If using multiple [tables](#), clearly label each section.

3. Color & Contrast

- ☐ Avoid color as the only means of conveying information
- ☐ Ensure sufficient contrast between text and background (check using [WebAIM contrast checker](#)).

4. Text & Formatting

- ☐ Use [sans-serif fonts](#) for readability.
- ☐ Use text wrapping to prevent hidden content (**Format > Wrapping > Wrap**).



5. Formulas & Functions

- ☐ Use clear and meaningful labels for formula results.
- ☐ Avoid using complex formulas without explanations.
- ☐ Provide a text summary for complex calculations.

6. Hyperlinks & Navigation

- ☐ Use [descriptive hyperlink](#) text (e.g., "View Report" instead of "Click Here").
- ☐ Organize sheets with descriptive tab names ([rename by right-clicking the tab](#)).
- ☐ Use [named ranges](#) instead of raw cell references to improve screen reader navigation.

7. Accessibility Tools & Final Check

- ☐ Use the [Grackle Sheets](#) add-on to check accessibility ([Extensions > Grackle Sheets](#)).
- ☐ Test with a [screen reader](#).
- ☐ Ensure all essential data is accessible without relying on visual elements.