Microsoft Office Headings & Titles Accessibility

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➔ **Offering Contextual and Navigational Clues**

Headings and titles are short phrases, at the beginning of sections, which provide contextual information about the purpose of specific content. When styled appropriately headings and titles provide a hierarchy of the document and allow users of assistive technology (AT) to easily navigate to sections of content.

Heading styles need to be chosen based on their hierarchy, or importance, in the document. When determining what content to style as a heading start with a phrase that describes the overall page content (Heading 1). Follow the Heading 1 with sub-headings, Heading 2 – Heading 6. (Most AT recognize heading levels 1-6.)

Headings and titles are handled slightly differently across the Office applications, but following some basic principles can help determine how to style the content.

- Where possible, use heading levels in numerical sequence.
- It can be beneficial to use Heading 1 only once, such as the document title.
- Use of multiple Heading 2's (or Heading 3-6) is common.
- Word & Excel: The "Title" style is not a recognized, navigable style.
- Excel only offers heading styles 1-4.
- PowerPoint uses "Title" and "Sub-Title" placeholders instead of heading levels.

➔ **Applying Heading & Title Styles**

➔ **Microsoft Word Headings**
1. Select the text to be a heading (ex. document title, new section or chapter name).
2. From the **Home** ribbon in the **Styles** group, select **Heading 1** or an applicable heading level from **Heading 2 - Heading 6**.

➔ **Microsoft PowerPoint Titles**
- Use **Title** or **Sub-Title** placeholders to designate sections.

  Click to add title | Click to add title
  Click to add subtitle | • Click to add text

- Slides regarding the same topic require unique titles (i.e. # of #). (Multiple "Cont." is not sufficient.)

➔ **Microsoft Excel Headings**
1. Highlight the cell that contains the desired phrase to be a heading
2. Navigate to the **Home** ribbon and locate the **Styles** pane
3. Select **Heading 1** - **Heading 4** for the phrase respective to its hierarchy in the document.