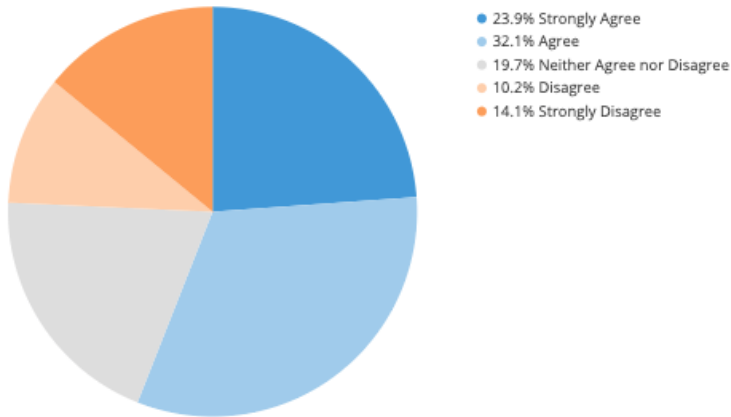


## Accessibility Tip of the Week- Graphs and Charts in Word and PowerPoint

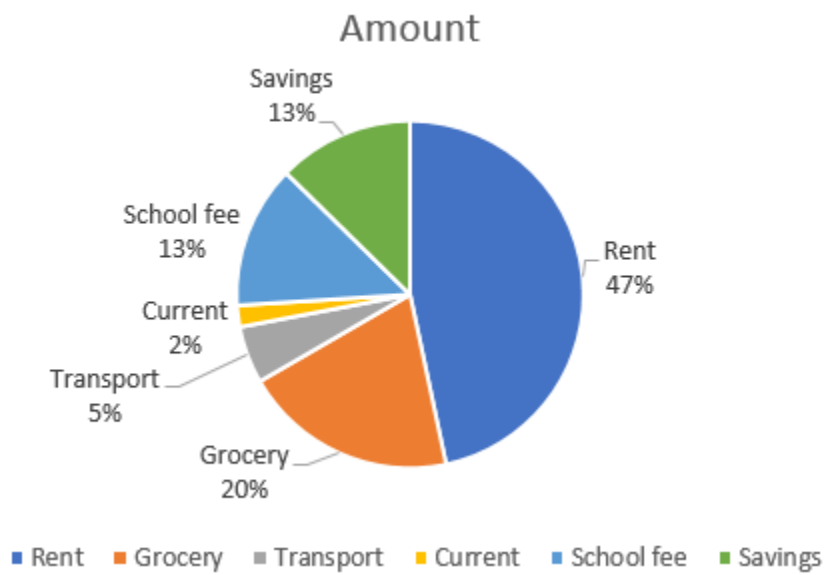
When inserting charts and graphs into a Word document or PowerPoint, it is crucial that you are not relying on color alone to convey important information. They need to be labeled with a title, data labels with associated values, and axis labels if applicable.

Bad Example:



This is not an accessible chart because the colors could be difficult to decipher and students with vision impairments of any kind will find it difficult to read.

Good Example:



Also important to remember that when you are using a chart or graph, you must have a detailed alternative text available, including the data for each category.