

Adaptability in Business Education By Creating
 Microsoft Office 365 PowerPoint Slides With
 Accessibility With Emphasis On Visual Impairment
 Presenter: Dr. C. Shareefah Muhammad
 The Chicago Lighthouse
 cshareefahmuhammad@yahoo.com
94th International SIEC-ISBE CONFERENCE
Virtual
July 26, 2023

1

Windows 10, 11, and Microsoft Office Shortcut Key Commands

- Speak to Cortana or type in Windows key search box
 - Windows 10, 11 Shortcut Keys List includes Accessibility
 - Printable Windows 10, 11 Shortcut Keys List includes Accessibility
 - Or go to <https://support.microsoft.com> Select office
- Type keyboard shortcuts for Word, Excel, PowerPoint for Windows or MAC

2

Microsoft Ease of Access Center

- To open access center, press Windows key+U or Press Windows key, control panel, Ease of Access Center
- High contrast: choose a theme
- Keyboard
 - Sticky keys: Press one key at a time for keyboard shortcuts
 - Filter keys: ignore or slow down brief or repeated keystrokes and adjust keyboard repeat rates
- Closed caption
- Mouse (enlarge pointer size)
- Magnifier (zoom feature)
- Narrator (screen reader)
- Other options (online)
- PLEASE NOTE: WHEN USING A SCREEN READING PROGRAM, AVOID USING ANY OTHER SPEECH OR VOICE PROGRAM SIMULTANEOUSLY TO AVOID CONFLICT.

3

Voice Commands

- For Windows
 - Windows Key + H
- Microsoft Office Dictation
 - Alt + H Home
 - D1 Dictation Icon
 - D Dictate

4

Activate Customize Quick Access Toolbar With Shortcut Key Commands

- Alt+H (Home)
- Arrow up ↑ once
- Arrow right → 6 times
- Enter
- PLEASE NOTE: VARIATIONS IN STEPS AND NUMBER OF TIMES KEYS ARE PRESSED DEPEND UPON VERSIONS AND UPDATES OF OPERATING SYSTEMS AND MICROSOFT OFFICE.

5

Read Aloud Text-to-Speech Microsoft PowerPoint to Setup

- Open a blank PowerPoint presentation
- Customize Quick Access Toolbar
- More commands
- Choose commands list
- Select all commands
- Scroll down to speak commands and select it
- Add
- Ok
- Enter

6

Read Aloud Text-to-Speech Microsoft PowerPoint After Setup

- Open a PowerPoint presentation
- Select text
- Press Alt+6

7

PowerPoint Help

- Alt + Y
- H
- Type your question or comment
- or
- Alt + Q Search
- Type your question or comment

8

Microsoft Accessibility Documents And instructions

- Screen Display
- or
- Printable
- <https://www.support.microsoft.com> Type accessibility
- Examples: Accessibility Tools for PowerPoint, Use keyboard shortcuts to create PowerPoint presentations, Use keyboard shortcuts to deliver PowerPoint presentations

9

Microsoft Accessibility Documents And instructions

- <https://www.support.microsoft.com> Type accessibility
- Examples: Get support from the disability answer desk phone
- 800-936-5900 PST 5:00 AM – 9:00 PM M-F, 6:00 AM-5:00 PM SAT-SUN

10

Microsoft Accessibility Documents And instructions

- <https://www.support.microsoft.com> Type accessibility
- Example: Make your PowerPoint presentations accessible to people with disabilities
 - Best practices for making PowerPoint presentations accessible
 - Check accessibility while you work
 - Create accessible slides
 - Avoid using tables
 - Add alternative text to visuals
 - Create accessible hyperlink text and add screen tips
 - Use accessible font format and color
 - Use captions, subtitles, and alternative audio tracks in videos
 - Reading Order

11

Accessibility Checker

- Alt+F File Inspect Document or
- Alt+R Review ribbon tab, A1 check accessibility
- Alt+ Q Tell me what you want to do. Type accessibility checker.

12

Open Font Dialog Box With Shortcut Keys Ctrl +T

- Alt+F Type Font Name
- Alt+C Arrow to Font Color
- Alt+S Type Font Size

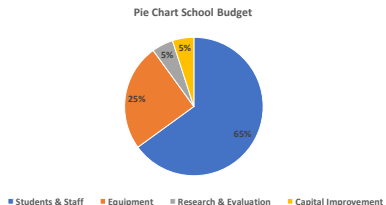
13

Universal Design Alternative Text

- Select image
- Press right mouse button key (Shift+F10)
- Select view alternative text
- Type title and type description
- Edit alternative text to read it back
- 65% blue students & staff: teaching & learning, and curriculum materials; student per capita, staff salaries.
- 25% orange equipment: laptops, printers, furniture.
- 5% gray research & evaluation
- 5% gold capital improvement

14

Example of Alternative Text Hypothetical Pie Chart School Budget



15

Hyperlink

- Select text
- Ctrl+K
- or
- Alt+N insert ribbon tab
- Select place in this document
- Type or select the text

16

[Accessibility Status](#)

17

Accessibility Status

- | | |
|----------------------------|-----------------------|
| Questionable Access | Easy to Access |
| • color red | • color gray scale |

18

Closed Caption

- Alt +S Slide show ribbon tab
- Select always use subtitles
- Select subtitle settings, below slide, etc.
- Record

19

Use captions, subtitles, and alternative audio tracks in videos

- PowerPoint supports the playback of video with multiple audio tracks. It also supports closed captions and subtitles that are embedded in video files.
- Currently, only PowerPoint for Windows supports insertion and playback of closed captions or subtitles that are stored in files separate from the video. For all other editions of PowerPoint (such as PowerPoint for macOS or the mobile editions), closed captions or subtitles must be encoded into the video before they are inserted into PowerPoint.

20

Use captions, subtitles, and alternative audio tracks in videos

- Supported video formats for captions and subtitles vary depending on the operating system that you're using. Each operating system has settings to adjust how the closed captions or subtitles are displayed. For more information, go to closed caption file types supported by PowerPoint.
- Closed captions, subtitles, and alternative audio tracks are not preserved when you use the Compress Media or Optimize Media Compatibility features. Also, when turning your presentation into a video, closed captions, subtitles, or alternative audio tracks in the embedded videos are not included in the video that is saved.

21

Websites of Microsoft Windows and MAC Accessibility

- Microsoft <https://www.support.microsoft.com> Type accessibility
- Apple (MAC accessibility)
- <https://www.apple.com/accessibility>

22

Websites of Screen Reading and Screen Magnification Programs

- NonVisual Desktop Access (NVDA), version 2023.2 Beta 1, a free, open source screen reading program which works with Microsoft Windows operating system and Google. It can be downloaded to your PC or to a USB stick to use with any computer. It has 50 languages www.nvda-project.org
- Freedom Scientific for JAWS for Windows update 2023 screen reading program www.freedomscientific.com
- ZoomText update 2023 screen magnification www.freedomscientific.com
- Fusion update 2023, a combination screen magnification and screen reading program www.freedomscientific.com

23