Section 508 Basic Checklist-MS PowerPoint 2016

Document Formatting

	Yes	No	NA
1. The file name is descriptive and saved as a PowerPoint (.pptx) Presentation.	Yes	No	NA
The filename is descriptive and identifies the document or its purpose.			
The file type is in a PowerPoint Presentation (.pptx) format.			
2. The reading order matches the visual layout.	Yes	No	NA
Objects match the visual reading order on each slide.			

Text Formating

	Yes	No	NA
3. Lists are correctly formatted.	Yes	No	NA
One of the built-in list features ("Bullets" or "Numbering") is highlighted.			
4. Columnar Content is correctly formatted.	Yes	No	NA
The correct number of columns are highlighted.			
5. Text is formatted for the correct language.	Yes	No	NA
The text language matches the PowerPoint Presentation's proofing language.			
6. Link names are descriptive	Yes	No	NA
Link names meaningful, describing the destination, function or purpose.			

Object Formating

	Yes	No	NA
7. Vital information in background is duplicated in document.	Yes	No	NA
Vital information in the Selection pane can be selected.			
8. Data Tables created with built-in features.	Yes	No	NA
Data tables are not pictures.			
Data tables do not have merged/split cells.			
9. Images and other objects have alternative text.	Yes	No	NA
Images/objects/shapes have descriptive text as alternative text, or in surrounding text.			
Decorative images or objects have at least one spaces between quotes as "Description"			

Color Formating

	Yes	No	NA
10. Colors and other visual information (such as size, shape and location) is also described textually.	Yes	No	NA
Text duplicates the meaning of the color or other sensory characteristics.			
11. The color contrast between text and the background is sufficient.	Yes	No	NA
The color contrast ratio passes (AA).			

Miscellaneous

12. Descriptions of embedded audio, video and multimedia files correct.	Yes	No	NA
For audio-only, the transcript is accurate and complete.			
For video-only, the text description is accurate and complete.			
For multimedia, the synchronized captions and audio description are accurate and complete.			

13. The PowerPoint Presentation has no flashing objects.	Yes	No	NA
All flashing objects are excluded in the document.			

Comments