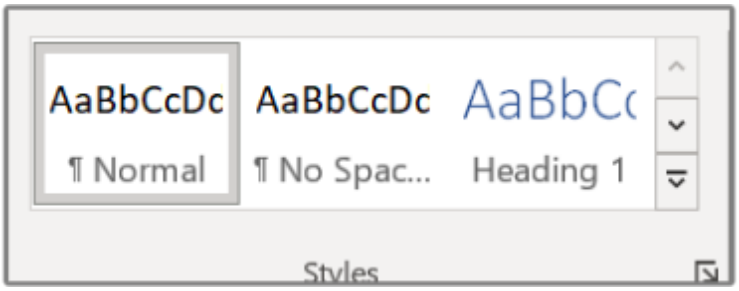
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01. Heading Styles

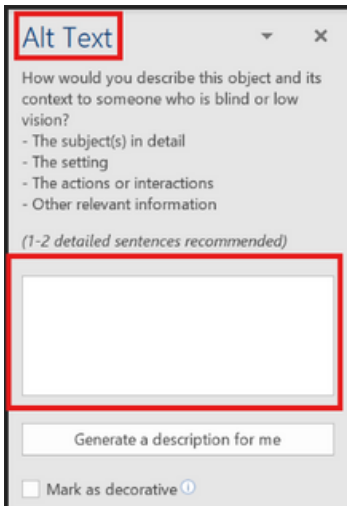
Use Built-in Headings & Styles
How:
Highlight text, go to Home > Styles, and choose Heading 1, Heading 2, etc.
Avoid: Manually formatting text with bold or larger fonts.



02. Alternative Text

Add Alternative Text (Alt Text) for Images

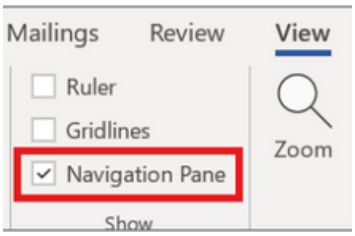
How: Right-click the image > Edit Alt Text, provide a short description.
Tip: For infographics, add a brief description in the alt text and a long description below the image.



03. Navigation Pane

Use the Navigation Pane

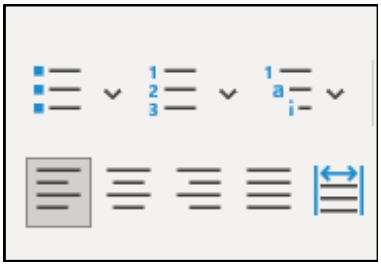
How: Go to View > check Navigation Pane.



04. List

Use Lists

How: Highlight the text, select Home > Bullets or Numbering.
Tip: Use bulleted lists for unordered items and numbered lists for sequences.



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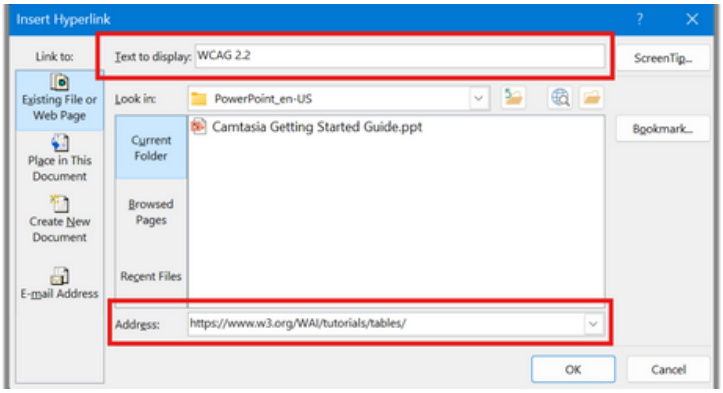
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05. Links

Use Descriptive Hyperlinks

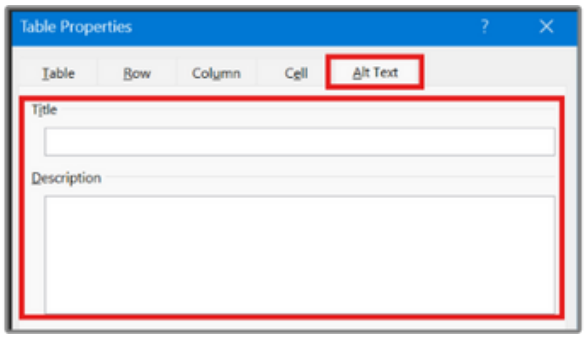
How: Highlight text, press **Ctrl+K** (or Insert > Link), paste the URL, and ensure meaningful link text.



06. Tables

Create Accessible Tables

How: Insert a table via Insert > Table.
Mark the top row as the header (Table Design > Header Row).
Add **Alt Text** by right-clicking the table > Table Properties > Alt Text.



07. Color Contrast

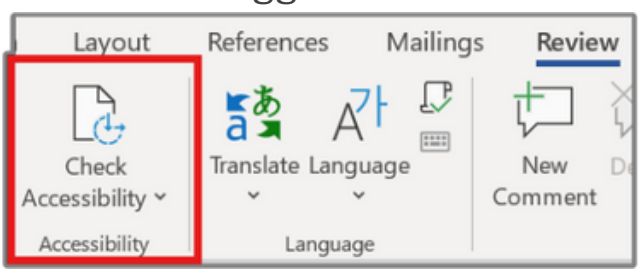
Ensure Good Color Contrast & Avoid Color-Only Indicators

How: Use strong **contrast** (e.g., black on white), and don't rely solely on color for meaning.

08. Accessibility Checker

Use MS Word's Accessibility Checker

How: Go to Review > Check Accessibility and follow the suggestions.



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