

| dates  | 09/15/17                  | 09/15/17                                | 09/15/17                   | 09/15/17                   | 09/15/17                       | 09/15/17                   | 09/15/17                           | 09/15/17                           | 09/15/16                   | 09/15/17                          | 09/15/17                           | 09/15/17                   | 09/15/17                                     | 09/15/17                                   | 09/15/17   | 09/15/17  | 09/15/17                             | 09/15/17                      |
|--|---------------------------|---|----------------------------|----------------------------|--------------------------------|----------------------------|------------------------------------|------------------------------------|----------------------------|-----------------------------------|------------------------------------|----------------------------|--|--|--|---|--------------------------------------|-------------------------------|
| document   | GIST 1140 Course Syllabus | GIST 1140 Module Discussion Assignments | GIST 1140 Introduction     | GIST 1140 Module 1 Outline | GIST 1140 Module 1 Springfield | GIST 1140 Module 2 Outline | GIST 1140 Module 2 Project Chicago | GIST 1140 Module 3 Project Proosal | GIST 1140 Module 4 Outline | GIST 1140 Module 4 Project Huston | GIST 1140 Module 4 Project Lincoln | GIST 1140 Module 5 Outline | GIST 1140 Module 5 Project Hurricane Katrina | GIST 1140 Module 5 Project Process Summary | GIST 1140 Module 6 Capstone Project Requirements | GIST 1140 Module 6 Data Preparation Report Form | GIST 1140 Module 7 Instructor advice | GIST 1140 Module Descriptions |
| Structure the document using styles for headings (not just bold, italics and/or a different font size) and other formatting elements (such as color).  | fixed                     | fixed                                   | fixed                      | fixed                      | fixed                          | fixed                      | fixed                              | fixed                              | fixed                      | fixed                             | fixed                              | fixed                      | fixed  | fixed                                      | fixed  | fixed   | fixed                                | fixed                         |
| Use the column or table feature to create columns.   | OK                        | OK                                      | OK                         | OK                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Use text in addition to the color to convey information  | fixed                     | NA                                      | NA                         | fixed                      | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Render any mathematical equations or scientific notation used in the document beyond basic operations (e.g., addition, subtraction, multiplication, and division) in an accessible MathML format through the use of an equation editor (e.g., MathType). | NA                        | NA                                      | NA                         | NA                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Make sure any videos in the document have closed captions, and any audio has a transcript.   | NA                        | NA                                      | NA                         | NA                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| (Optional) Long documents (more than about 12 pages) should include a Table of Contents (inserted via the References tab, not manually created), and page numbers which are automatically updated.   | NA                        | NA                                      | NA                         | NA                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| (Optional) Text descriptions of links to websites should be explicit in describing what the reader will encounter when clicking the link (i.e. "Temple University Policies website.")  | NA                        | fixed                                   | NA                         | NA                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | fixed                      | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Alternative text is needed in Word documents to provide a non-visual means of representing the CONTENT or FUNCTION of an image. (pictures, illustrations, images of text, shapes, charts, SmartArt, embedded objects                                     | fixed                     | OK                                      | OK                         | OK                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | fixed  | fixed                                      | fixed  | fixed   | NA                                   | NA                            |
| Adding table properties: first row in a table can be identified as a header row  | OK                        | took table out of text box              | took table out of text box | took table out of text box | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| create accessible links: Use descriptive link text; Keep the amount of text in the link to a minimum; Use underlined text with a color that stands out from the surrounding text   | NA                        | fixed                                   | NA                         | NA                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Ordered (numbered) lists are used to present a group of items  | NA                        | NA                                      | NA                         | NA                         | OK                             | NA                         | NA                                 | OK                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Unordered (bullet) lists are used for a group of items without a sequence; use simple language   | fixed                     | fixed                                   | fixed                      | fixed                      | NA                             | OK                         | NA                                 | NA                                 | OK                         | fixed                             | OK                                 | OK                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| be careful with watermarks   | OK                        | OK                                      | OK                         | OK                         | OK                             | OK                         | OK                                 | OK                                 | OK                         | OK                                | OK                                 | OK                         | OK   | OK   | OK   | OK  | OK                                   | OK                            |
| provide table of contents for long docs  | NA                        | NA                                      | NA                         | NA                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Excel: sheet tabs have unique names, blank sheets removed  | NA                        | NA                                      | NA                         | NA                         | NA                             | NA                         | NA                                 | NA                                 | NA                         | NA                                | NA                                 | NA                         | NA   | NA   | NA   | NA  | NA                                   | NA                            |
| Suggestions  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| PPT  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| ALT tags for images, graphics and charts   |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| all text viewable in Outline View  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| avoid flickering/flashing or animated text   |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| avoid using text boxes or graphics with text in them   |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| no use of smartArt   |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| use of built-in templates  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| each slide has unique title  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| elements are in correct reading order  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| Audio & video files include captions or transcripts  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| color contrast between text & background   |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |
| Sans-serif fonts used  |                           |   |                            |                            |                                |                            |                                    |                                    |                            |                                   |                                    |                            |  |  |  |   |                                      |                               |