

dates	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/07/17	09/08/17	09/08/17	09/08/17	09/08/17	09/08/17	09/08/17	09/10/17	09/11/17	09/10/17	09/10/17	09/10/17	09/10/17
document	GIS 1110 Technician Certif. Overview	GIS 1110 Module 1 Outline	GIS 1110 Module 2 Outline	GIS 1110 Module 2 Outline	GIS 1110 Grading Rubric for Discussions	GIS 1110 Module 2 Outline	GIS 1110 Module 5 Outline	GIST 1110 Introduction Outline	GIST 1110 CID	Student Survey GIS	Certificate Program Proposal GIS 2014	Coop Inquiry Cover Letter GIS	Brochure GIS 2017	GIST 1110 Module description	GIST 1110 Module 10 Outline	GIST 1110 Module 9 Outline	GIST 1110 Module 8 Outline	GIST 1110 Module 7 Outline	GIST 1110 Module 6 Outline	
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 & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes	Fixed	fixed	fixed	fixed	fixed	fixed	fixed: took everything out of text boxes	fixed	fixed	fixed	fixed	fixed	Fixed & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes	Fixed & removed text boxes
Use the column or table feature to create columns.	NA	NA	NA	NA	NA	NA	NA	NA	fixed	NA	OK	NA	fixed	NA	NA	NA	NA	NA	NA	NA
Use text in addition to the color to convey information	NA	fixed	fixed	fixed	NA	fixed	fixed	fixed	fixed	NA	NA	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed
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	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	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	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	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	OK	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)	NA	NA	OK	OK	OK	OK	NA	NA	fixed	NA	fixed	NA	fixed	NA	NA	NA	OK	NA	OK	
Adding table properties: first row in a table can be identified as a header row	removed table: used list	NA	took table out of text box	took table out of text box	took table out of text box	took table out of text box	took table out of text box	took table out of text box	OK	NA	OK	NA	OK	NA	NA	NA	removed table from text box	NA	removed table from text box	
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	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	NA	OK	NA	NA	
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	Fixed	Fixed	Fixed	fixed	fixed	fixed	fixed	fixed	fixed	NA	OK	NA	fixed	fixed	Fixed	fixed	Fixed & removed text boxes	
use simple language	OK	OK	OK	OK	NA	NA	NA	NA	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
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	NA	NA
Excel: sheet tabs have unique names, blank sheets removed																				
Suggestions											reading order of table OK									
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																				

dates	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17	09/12/17
document	GIST 1120 Course Syllabus	GIST 1120 final Project	GIST 1120 Introduction Outline	GIST 1120 Module 1 Outline	GIST 1120 Module Descriptions	GIST 1120 Module 2 Outline	GIST 1120 Module 3 Outline	GIST 1120 Module 4 Outline	GIST 1120 Module 5 Outline	GIST 1120 Module 6 Outline	GIST 1120 Module 7 Outline	GIST 1120 Module 8 Outline	GIST 1120 Module 9 Outline	GIST 1120 Module 9 Outline
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
Use the column or table feature to create columns.	OK	NA	OK	OK	NA	OK	OK	OK	OK	NA	NA	NA	OK	
Use text in addition to the color to convey information	fixed	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed
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
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
(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
(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	fixed	fixed	OK	OK	fixed	OK	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	fixed	fixed	OK	NA	OK	NA	OK	OK	fixed	NA	NA	OK	
Adding table properties: first row in a table can be identified as a header row	fixed: took table out of text box	NA	fixed: took table out of text box	fixed: took table out of text box	NA	Fixed: took table out of text box	NA	Fixed: took table out of text box	fixed: took table out of text box	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	OK	NA	NA	NA	NA	fixed	fixed	OK	fixed	OK	NA	NA	
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed	fixed	
use simple language	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Excel: sheet tabs have unique names, blank sheets removed														
Suggestions														
PPT														
ALT tags for images, graphics and charts														
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Audio & video files include captions or transcripts														
color contrast between text & background														
Sans-serif fonts used														

dates	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/14/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17	09/15/17
document	GIST 1130 Geodatabase PPT assign	GIST 1130 Course Syllabus	GIST 1130 Introduction	GIST Module 1 outline	GIST Module 2 outline	GIST Module 3 Outline	GIST 1130 Module Descriptions	Reviewing the Basics of Geospatial Data	GIST 1130 Module 4 Outline	GIST 1130 Module 5 Outline	GIST 1130 Module 6 Outline	GIST 1130 Module 7 Outline	GIST 1130 Module 8 Outline	GIST 1130 Module 9 Outline	GIST 1130 Final Project Instructions	GIST 1130 Data Acquisition Exercise	GIST 1130 Discussion Assignment	GIST 1130 Final Grading Criteria	GIST 1130 NE Hail Assignment	GIST 1130 NE Tornado Assignment	GIST 1130 Module 10 Outline Final Project	
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	just changed use of return for spacing	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	OK	NA	NA	replaced text box tables with inserted table	OK	OK	OK	NA	NA	NA	fixed	NA	NA	NA	NA	NA	fixed	NA
Use text in addition to the color to convey information	NA	fixed	fixed	fixed	fixed	fixed	OK	NA	NA	NA	NA	fixed	fixed	fixed	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	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	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	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	NA	NA	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	fixed	NA	fixed	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)	OK	fixed	OK	OK	OK	NA	NA	fixed	OK	OK	OK	NA	NA	NA	fixed	fixed	NA	fixed	fixed	fixed	fixed	NA
Adding table properties: first row in a table can be identified as a header row	NA	OK	fixed: took table out of text box	fixed: took table out of text box	fixed: took table out of text box	NA	NA	fixed	removed table from text box	removed table from text box	removed table from text box	NA	NA	NA	removed table from text box	NA	removed table from text box	removed table from text box	NA	took table out of text box	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	NA	NA	NA	NA	NA	NA	OK	NA	NA	NA	NA	NA	NA	fixed	fixed	fixed	fixed	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence.	fixed	fixed	fixed	fixed	fixed	fixed	OK	fixed	fixed	fixed	fixed	fixed	fixed	fixed	NA	fixed	fixed	fixed	fixed	fixed	fixed	fixed
use simple language	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
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	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed																						
Suggestions																						
PPT																						
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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	OK	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																		
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Audio & video files include captions or transcripts																		
color contrast between text & background																		
Sans-serif fonts used																		

dates	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17	09/18/17
document	GIST 1900 Course Syllabus	GIST 1900-1 Assignments	GIST 1900-1 Discussion Assignments	GIST 1900-1 Module Descriptions	GIST 1900-1 Course Syllabus	Job Interview Questions	Midterm Student Self Evaluation	Weekly Time Sheet Job Description
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
Use the column or table feature to create columns.	OK	moved table to list	OK	NA	OK	NA	NA	OK
Use text in addition to the color to convey information	fixed	NA	NA	NA	fixed	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
Make sure any videos in the document have closed captions, and any audio has a transcript.	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
(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	NA	OK	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	fixed	OK	NA	OK	NA	NA	fixed
Adding table properties: first row in a table can be identified as a header row	fixed	NA	took table out of text box	NA	took table out of text box	NA	NA	OK
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	NA	NA	NA	NA	NA	NA	NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA	NA	NA	NA	NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	fixed	OK	fixed	OK	OK	NA
use simple language	OK	OK	OK	OK	OK	OK	OK	OK
be careful with watermarks	NA	NA	NA	NA	NA	NA	NA	NA
provide table of contents for long docs	NA	NA	NA	NA	NA	NA	NA	NA
Excel: sheet tabs have unique names, blank sheets removed								
Suggestions								
PPT								
ALT tags for images, graphics and charts								
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Sans-serif fonts used								

dates	09/11/17	09/11/17	09/11/17	09/11/17	09/11/17	09/11/17
document	TAACCT Confid. Of Student records	TAACCT Grant Partic. Disclosure	TAACCCT Grant Partic. File check	TAACCT Partic. Intake form	TACCCT Partic. Spreadshee t	TAACCCT Proposal for course deve.
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
Use the column or table feature to create columns.	NA	NA	NA	NA		NA
Use text in addition to the color to convey information	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
Make sure any videos in the document have closed captions, and any audio has a transcript.	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
(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	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	NA	NA	NA	NA		NA
Adding table properties: first row in a table can be identified as a header row	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	NA	NA	NA		NA
Ordered (numbered) lists are used to present a group of items	NA	NA	NA	NA		NA
Unordered (bullet) lists are used for a group of items without a sequence:	fixed	fixed	fixed	fixed: also changed table to list		fixed
use simple language	OK	OK	OK	OK		OK
be careful with watermarks	NA	NA	NA	NA		NA
provide table of contents for long docs	NA	NA	NA	NA		NA
Excel: sheet tabs have unique names, blank sheets removed					OK	
Suggestions					changed column headings	
PPT						
ALT tags for images, graphics and charts						
all text viewable in Outline View						
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Sans-serif fonts used						



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