Accessibility in Microsoft Office 2010

Microsoft Office 2010 makes it easier for everyone to create documents, spreadsheets and presentations with rich content. Finding commands you need is easier with the redesigned user interface. Find more information at [www.microsoft.com/enable/products/office2010/](http://www.microsoft.com/enable/products/office2010/).

Overview of accessibility features in Office 2010

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| **Feature** | **Description** |
| [Accessibility Checker](http://office2010.microsoft.com/en-us/starter-help/accessibility-checker-HA010369192.aspx) | Word 2010, Excel 2010, and PowerPoint 2010 include an Accessibility Checker that helps users create more accessible content. By identifying areas that might be challenging for users with disabilities to view or use, and providing a task pane to review those areas, users can fix potential problems with their content. |
| [Sub-Titling Add-in for Microsoft PowerPoint (STAMP)](http://office.microsoft.com/en-us/powerpoint-help/sub-titling-add-in-for-microsoft-powerpoint-stamp-HA102540315.aspx) | Add closed captions to video and audio files you include in your PowerPoint presentations. If you work with captioned video and audio files that already have Timed Text Markup (TTML) files associated with them, this add-in lets you import them directly into your presentation. |
| [Use the Save as DAISY add-in for Word to convert files to an accessible format](http://office.microsoft.com/en-us/support/using-the-save-as-daisy-add-in-for-word-HA102540323.aspx) | Use Microsoft Word to convert Open XML files to the Digital Accessible Information System (DAISY) format so files are accessible for people with print disabilities using talking books and compatible software. |
| [Backstage view](http://office2010.microsoft.com/en-us/access-help/what-and-where-is-the-backstage-view-HA010370584.aspx) | Actions previously found on the File menu or Microsoft Office button, such as Print and Save, can now be found in the Microsoft Office Backstage view. By presenting commands more logically and providing more detail, users will have more context and information about the commands they use. |
| [Hear text read aloud with Mini Translator](http://office2010.microsoft.com/en-us/word-help/see-translations-with-the-mini-translator-HA010356733.aspx) | At times you may receive email messages or documents that contain words in unfamiliar languages. With the Microsoft Office 2010 Mini Translator, you can point to a word or selected phrase with your mouse and the translation displays in a small window. The Mini Translator also includes a Play button so you can hear an audio pronunciation of the word or phrase, and a Copy button so you can paste the translation into another document. |
| [Add alternative text descriptions to shapes, pictures, tables, and graphics](http://office2010.microsoft.com/en-us/excel-help/add-alternative-text-to-a-shape-picture-chart-table-smartart-graphic-or-other-object-HA010354748.aspx) | You can now add a description to tables, PivotTables, images, shapes, and other objects, similar to a second level of alternative (ALT) text. This helps authors describe complex content to readers who cannot see those objects. |
| [Use the keyboard to work with  ribbon programs](http://office2010.microsoft.com/en-us/access-help/use-the-keyboard-to-work-with-ribbon-programs-HA010369149.aspx) | The menus and toolbars in all Office 2010 programs have been replaced with the ribbon. To move through the ribbon with a keyboard instead of a mouse, you can press CTRL+RIGHT ARROW or CTRL+LEFT ARROW on a ribbon tab to move to the next or previous ribbon group tab. |
| [Create accessible Web portals](http://office2010.microsoft.com/en-us/windows-sharepoint-services-help/accessibility-features-HA010173723.aspx) | SharePoint Designer 2010 includes a built-in compatibility checker for common accessibility standards to help make sure websites are easy to use for everyone. "More Accessible Mode" in SharePoint Services provides greater accessibility for custom controls. |
| [Use the Speak text-to-speech feature](http://office.microsoft.com/en-us/onenote-help/using-the-speak-text-to-speech-feature-HA102066711.aspx) | Text-to-speech (TTS) is the ability of your computer to play back written text as spoken words. Depending upon your configuration and installed TTS engines, you can hear most text that appears on your screen in Word 2010, Outlook 2010, PowerPoint 2010 and OneNote 2010. |
| [Use Full Screen Reading view](http://office.microsoft.com/en-us/word-help/read-documents-in-word-HA010067084.aspx) | Word 2010 includes a Full Screen Reading view that improves the resolution and display of text for reading on the screen. |
| [Create accessible PDFs](http://office.microsoft.com/en-us/excel-help/create-accessible-pdfs-HA102478227.aspx) | Tagged PDF files make it easier for screen readers and other assistive technologies to determine a logical reading order and navigation for the file, as well as allowing for content reflow when using large type displays, personal digital assistants (PDA) and mobile phones. |