This document outlines the steps of how to check accessibility in Microsoft PowerPoint, both in the desktop application and online using the OneDrive suite.

Checking Accessibility

Checking for accessibility can be done in multiple ways in the desktop version of Microsoft Word. The steps for how to conduct accessibility checks in both ways are outlined below. The online version of Microsoft Word can check for accessibility as well.
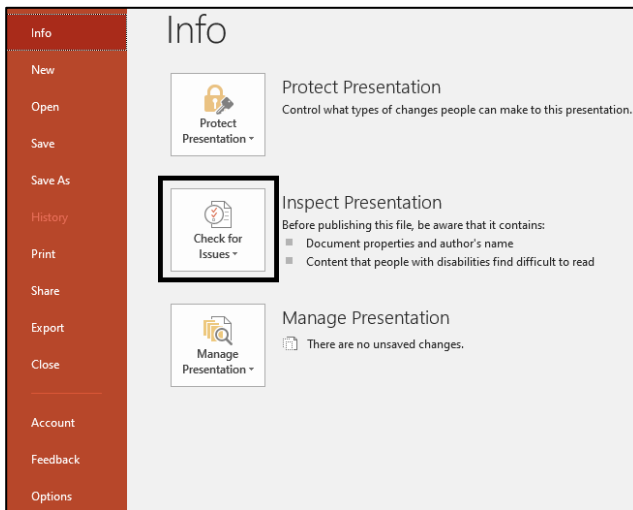
Checking for Accessibility

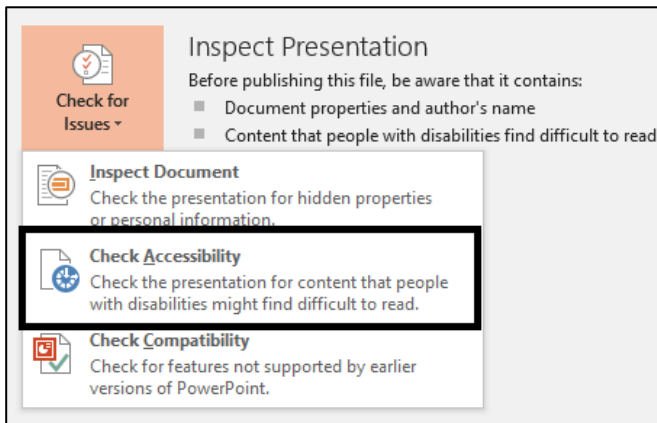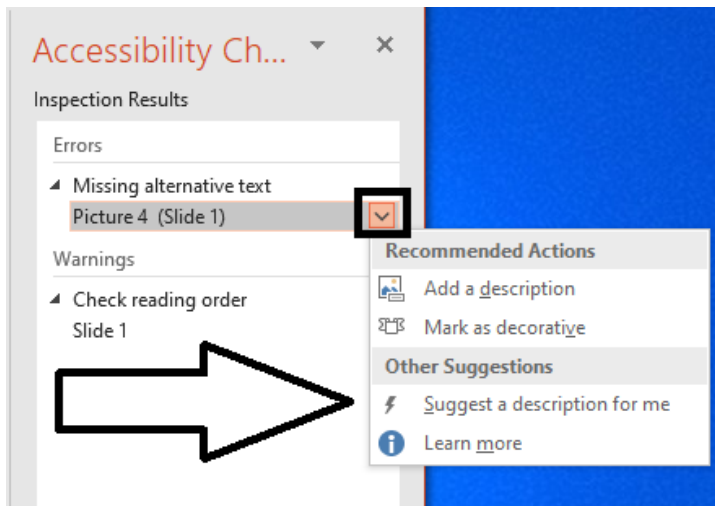### Windows Desktop Option A:

1. Select **File**

2. Select **Check for Issues**

3. Select **Check Accessibility**

4. A sidebar window will pop up next to your document. Hover over an error the Accessibility Check found and select **the arrow** on the shaded error. Select **the step** suggested to fix the problem or select **Learn more** to find more.
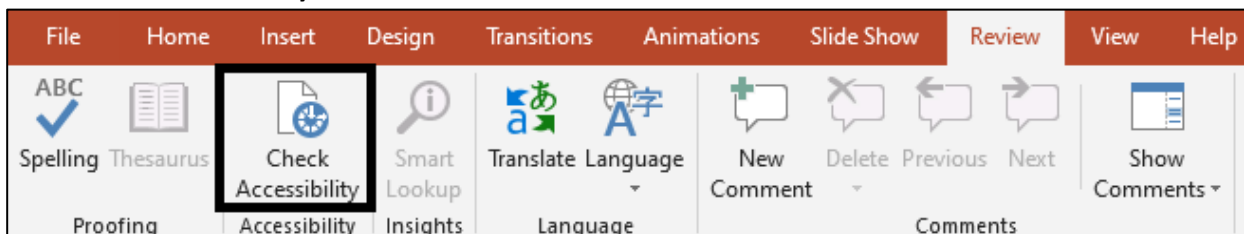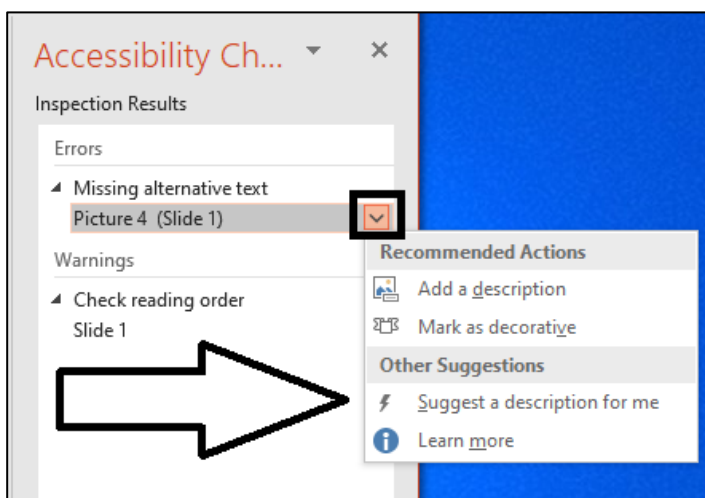

Windows Desktop Option 2:
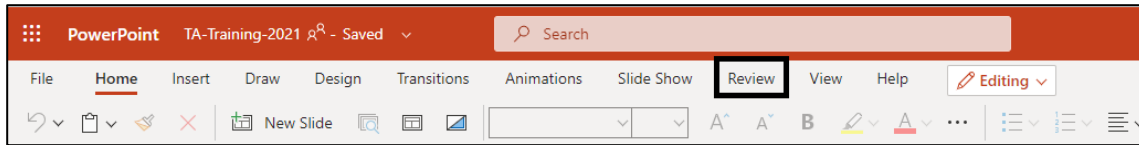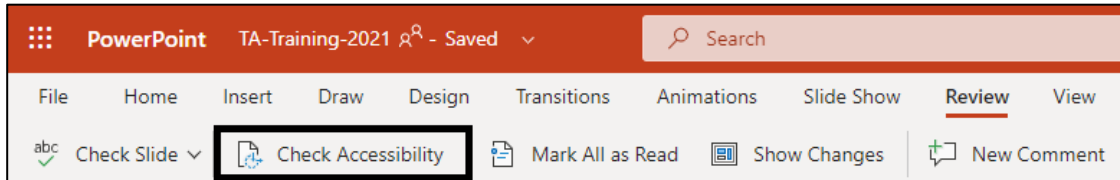
1. Select **Review**

2. Select **Check Accessibility**

3. A sidebar window will pop up next to your document. Hover over an error the Accessibility Check found and select **the arrow** on the shaded error. Select **the step** suggested to fix the problem or select **Learn more** to find more.

Windows Online Option:

1. Select **Review**

2. Select **Check Accessibility**

3. A sidebar window will pop up next to your document with all the errors the Accessibility check found. If you select one of the errors, it will select the error in the document. Depending on what error it is will determine the action needed to fix it.