

## **Microsoft Accessibility Conformance Report**

## **Revised Section 508 Edition**

### (Based on VPAT<sup>®</sup> Version 2.4Rev)

Name of Product/Version: Windows Excel for Microsoft 365 / Excel Build 15911.20000

Platform: Win32

Report Date: November 15, 2022

**Product Description:** Excel is a part of the Microsoft Office suite, used for data collection, analysis, and visualization. It helps you unlock insights and tell a story from your data.

Contact Information: Enterprise Disability Desk

Website: Microsoft Accessibility

#### **Evaluation Methods Used**

Microsoft uses established industry standards, including the Web Content Accessibility Guidelines, Section 508, and EN 301 549, to guide product evaluation during development and throughout the product lifecycle. Microsoft's accessibility evaluation assessments incorporate a variety of measures, which can include: (i) conducting automated testing using a variety of proprietary and external tools; (ii) performing inspection and manual testing with a keyboard and adaptive technologies, such as screen readers and speech recognition software; and (iii) testing by individuals with disabilities. Conformance to the accessibility standards documented in this Conformance Report was evaluated according to the <u>Department of Homeland Security Trusted Tester Program</u>.

#### **Applicable Standards/Guidelines**

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard / Guideline	Included in Report
Web Content Accessibility Guidelines 2.0	Level A: Yes
	Level AA: Yes
	Level AAA: No
Revised Section 508 standards published January	Yes
18, 2017 and corrected January 22, 2018	

#### Terms

The terms used in the Conformance Level information are defined as follows:

- Supports: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- Partially Supports: Some functionality of the product does not meet the criterion.
- Does Not Support: The majority of product functionality does not meet the criterion.
- Not Applicable: The criterion is not relevant to the product.
- Not Evaluated: The product has not been evaluated against the criterion. This can only be used in WCAG 2.0 Level AAA.

Note: For criteria marked "Supports," substantial conformance with the criterion by the product or service has been determined through the Evaluation Testing, which includes a mix of automated and manual testing, as described above.

Note: In the tables below, for all criteria marked "Not Applicable," the specific feature covered by that criterion is not part of the product. For example:

- If pre-recorded audio-only or video-only content is not part of a product, then WCAG criterion 1.2.1 Audio-only and Video-only (Prerecorded) will be marked "Not Applicable."
- If the product is software only, then all Section 508 Chapter 4 Hardware criteria will be marked "Not Applicable."

### WCAG 2.0 Report

Tables 1 and 2 also document conformance with Revised Section 508:

- Chapter 5 501.1 Scope, 504.2 Content Creation or Editing
- Chapter 6 602.3 Electronic Support Documentation

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibilitysupported ways of using technology as documented in the <u>WCAG 2.0 Conformance Requirements</u>.

### Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content(Level A)Also applies to: Revised Section 508• 501 (Web) (Software)• 504.2 (Authoring Tool)• 602.3 (Support Docs)	Supports	
<ul> <li><u>1.2.1 Audio-only and Video-only (Prerecorded)</u> (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<ul> <li><u>1.2.2 Captions (Prerecorded)</u> (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
1.2.3 Audio Description or Media Alternative (Prerecorded)         (Level A)         Also applies to:         Revised Section 508         • 501 (Web) (Software)         • 504.2 (Authoring Tool)         • 602.3 (Support Docs)	Not Applicable	
<ul> <li><u>1.3.1 Info and Relationships</u> (Level A)</li> <li>Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Partially Supports	- Assistive technologies can access equations and provide descriptive text output, but may omit some information about equation font formatting or the existence of comments. Some advanced features of AT may be impacted while accessing equations, such as verbosity controls or output to Braille.

Criteria	Conformance Level	Remarks and Explanations
		- Some options in the Conditional Formatting creation dialog are not accessible to screen readers.
<ul> <li>1.3.2 Meaningful Sequence (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<ul> <li><u>1.3.3 Sensory Characteristics</u> (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<ul> <li><u>1.4.1 Use of Color</u> (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
1.4.2 Audio Control (Level A)Also applies to:Revised Section 508• 501 (Web) (Software)• 504.2 (Authoring Tool)• 602.3 (Support Docs)	Not Applicable	
<ul> <li>2.1.1 Keyboard (Level A)</li> <li>Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Partially Supports	<ul> <li>Ink authoring requires a pen, touch, or mouse input. It is not keyboard accessible.</li> <li>The version history pane presents the list of previous versions to assistive technology as a sequence of buttons rather than as a list. As a result, assistive technologies are not able to</li> </ul>

Criteria	Conformance Level	Remarks and Explanations
		identify the number of versions in the list, or the current position within the list. The Tab button will move focus from one item to the next in the list.
		- There is limited keyboard support for ActiveX controls and Form Controls. User cannot place a control without the use of the mouse.
<ul> <li>2.1.2 No Keyboard Trap (Level A) Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
2.2.1 Timing Adjustable (Level A) Also applies to: Revised Section 508 • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Not Applicable	
<ul> <li><u>2.2.2 Pause, Stop, Hide</u> (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<ul> <li>2.3.1 Three Flashes or Below Threshold (Level A) Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
2.4.1 Bypass Blocks (Level A) Also applies to: Revised Section 508	Supports	

• 501 (Web) (Software) - Does not apply to non-web software       • 5042 (Authoring Tool)         • 602.3 (Support Docs) - Does not apply to non-web docs       • Not Applicable         2.42 Page Titled (Level A)       Not Applicable         Also applies to:       Revised Section 508         • 501 (Web) (Software)       • S04.2 (Authoring Tool)         • 602.3 (Support Docs)       Supports         2.43 Focus Order (Level A)       Supports         Also applies to:       Revised Section 508         • 501 (Web) (Software)       • S01 (Web) (Software)         • 501 (Web) (Software)       • Supports         3.14 Language of Page (Level A)       Supports         Also applies to:       Revised Section 508         • 501 (Web) (Software)       • S01 (Web) (Software)         • 501 (Web) (Software)       • Supports         3.11 Language of Page (Level A)       Supports         Also applies to:       Revised Section 508         • 501 (Web) (Software)       • S01 (Web) (Software)         • 501 (Web) (Software)       • Supports         3.11 Language of Page (Level A)       Supports         Also applies to:       Revised Section 508       • Supports         • 501 (Web) (Software)       • S01 (Support Docs)       Supports         3.2.1 On Focus (Level A)	Criteria	Conformance Level	Remarks and Explanations
<ul> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> <li>24.2 Page Titled (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>602.3 (Support Docs)</li> <li>24.3 Focus Order (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>24.4 Link Purpose (In Context) (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>24.4 Link Purpose (In Context) (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>24.4 Link Purpose (In Context) (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>31.1 Language of Page (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>32.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>32.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S04.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>32.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S01 (Web) (Software)</li> <li>S01 (Web) (Software)</li> <li>S01 (Web) (Software)</li> <li>S02 (Level A)</li> <li>Also a</li></ul>	501 (Web) (Software) – Does not apply to non-web		
<ul> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> <li>2.4.2 Page Titled (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S02.3 (Support Docs)</li> <li>2.4.3 Focus Order (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S02.3 (Support Docs)</li> <li>2.4.4 Link Purpose (In Context) (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S02.3 (Support Docs)</li> <li>2.4.4 Link Purpose (In Context) (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S04.2 (Authoring Tool)</li> <li>G02.3 (Support Docs)</li> <li>3.1.1 Language of Page (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S04.2 (Authoring Tool)</li> <li>G02.3 (Support Docs)</li> <li>3.1.1 Language of Page (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S04.2 (Authoring Tool)</li> <li>G02.3 (Support Docs)</li> <li>3.2.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S02.3 (Support Docs)</li> <li>3.2.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S02.3 (Support Docs)</li> <li>3.2.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> <li>S01 (Web) (Software)</li> <li>S01 (Web) (Software)</li> <li>S02.3 (Support Bocs)</li> <li>3.2.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>S01 (Web) (Software)</li> </ul>	software		
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Revised Section 508Image: Solar section 508• 501 (Web) (Software)504.2 (Authoring Tool)• 602.3 (Support Docs)602.3 (Support Docs)3.2.1 On Focus (Level A) Also applies to: Revised Section 508 • 501 (Web) (Software)Supports		Supports	
<ul> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>3.2.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> </ul>			
<ul> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> <li>3.2.1 On Focus (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> </ul>			
• 602.3 (Support Docs)Supports3.2.1 On Focus (Level A) Also applies to: Revised Section 508 • 501 (Web) (Software)Supports			
3.2.1 On Focus (Level A)       Supports         Also applies to:       Supports         Revised Section 508       Software)			
Also applies to: Revised Section 508 • 501 (Web) (Software)		Supports	
Revised Section 508 • 501 (Web) (Software)			
• 501 (Web) (Software)			
• 504.2 (Authoring Tool)	• 504.2 (Authoring Tool)		

Criteria	Conformance Level	Remarks and Explanations
602.3 (Support Docs)		
<ul> <li><u>3.2.2 On Input</u> (Level A)</li> <li>Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<ul> <li>3.3.1 Error Identification (Level A) Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<ul> <li>3.3.2 Labels or Instructions (Level A)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<ul> <li><u>4.1.1 Parsing</u> (Level A)</li> <li>Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<ul> <li>4.1.2 Name, Role, Value (Level A) Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Partially Supports	<ul> <li>There is only visible indication that ActiveX controls and Form Controls are present in a workbook. Screen reader users need to explore the workbook to find the controls. Controls are accessible via keyboard.</li> <li>Some controls in Script Lab do not convey their Name, Role and Value appropriately to assistive technology.</li> </ul>

### Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live)(Level AA)Also applies to:Revised Section 508• 501 (Web) (Software)• 504.2 (Authoring Tool)• 602.3 (Support Docs)	Not Applicable	
<ul> <li>1.2.5 Audio Description (Prerecorded) (Level AA) Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Not Applicable	
<ul> <li><u>1.4.3 Contrast (Minimum)</u> (Level AA)</li> <li>Also applies to:</li> <li>Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Partially Supports	- In some modes, highlighted buttons or preset styles such as on shapes or tables have a default contrast ratio less than 4.5 to 1.
1.4.4 Resize text(Level AA)Also applies to:Revised Section 508• 501 (Web) (Software)• 504.2 (Authoring Tool)• 602.3 (Support Docs)	Supports	
1.4.5 Images of Text(Level AA)Also applies to:Revised Section 508• 501 (Web) (Software)• 504.2 (Authoring Tool)• 602.3 (Support Docs)	Supports	
2.4.5 Multiple Ways (Level AA) Also applies to: Revised Section 508	Supports	

Criteria	Conformance Level	Remarks and Explanations
<ul> <li>501 (Web) (Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>		
2.4.6 Headings and Labels (Level AA)	Supports	
Also applies to:		
Revised Section 508		
• 501 (Web) (Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
2.4.7 Focus Visible (Level AA)	Supports	
Also applies to:		
Revised Section 508		
• 501 (Web) (Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
3.1.2 Language of Parts (Level AA)	Not Applicable	
Also applies to:		
Revised Section 508		
• 501 (Web) (Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
3.2.3 Consistent Navigation (Level AA)	Supports	
Also applies to:		
Revised Section 508		
<ul> <li>501 (Web) (Software) – Does not apply to non-web</li> </ul>		
software		
• 504.2 (Authoring Tool)		
<ul> <li>602.3 (Support Docs) – Does not apply to non-web</li> </ul>		
docs		
3.2.4 Consistent Identification (Level AA)	Supports	
Also applies to:		
Revised Section 508		

Criteria	Conformance Level	Remarks and Explanations
<ul> <li>501 (Web) (Software) – Does not apply to non-web software</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs) – Does not apply to non-web docs</li> </ul>		
<ul> <li><u>3.3.3 Error Suggestion</u> (Level AA) Also applies to: Revised Section 508</li> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul>	Supports	
<ul> <li><u>3.3.4 Error Prevention (Legal, Financial, Data)</u> (Level AA)</li> <li>Also applies to:</li> <li>Revised Section 508 <ul> <li>501 (Web) (Software)</li> <li>504.2 (Authoring Tool)</li> <li>602.3 (Support Docs)</li> </ul> </li> </ul>	Supports	

## Table 3: Success Criteria, Level AAA

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
1.2.7 Extended Audio Description (Prerecorded) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
1.2.8 Media Alternative (Prerecorded) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
1.2.9 Audio-only (Live) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
1.4.6 Contrast (Enhanced) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
1.4.7 Low or No Background Audio (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
1.4.8 Visual Presentation (Level AAA)	Web:	Web:

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
1.4.9 Images of Text (No Exception) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.1.3 Keyboard (No Exception) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.2.3 No Timing (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.2.4 Interruptions (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.2.5 Re-authenticating (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.3.2 Three Flashes (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.4.8 Location (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.4.9 Link Purpose (Link Only) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
2.4.10 Section Headings (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
3.1.3 Unusual Words (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
3.1.4 Abbreviations (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
3.1.5 Reading Level (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
3.1.6 Pronunciation (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
3.2.5 Change on Request (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
3.3.5 Help (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated
3.3.6 Error Prevention (All) (Level AAA)	Web:	Web:
Revised Section 508 – Does not apply	Not Evaluated	Not Evaluated

# **Revised Section 508 Report**

# Chapter 3: <u>Functional Performance Criteria</u> (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Not Applicable	All functions of the product are addressed by the technical requirements.
302.2 With Limited Vision	Not Applicable	All functions of the product are addressed by the technical requirements.
302.3 Without Perception of Color	Not Applicable	All functions of the product are addressed by the technical requirements.
302.4 Without Hearing	Not Applicable	All functions of the product are addressed by the technical requirements.
302.5 With Limited Hearing	Not Applicable	All functions of the product are addressed by the technical requirements.
302.6 Without Speech	Not Applicable	All functions of the product are addressed by the technical requirements.
302.7 With Limited Manipulation	Not Applicable	All functions of the product are addressed by the technical requirements.
302.8 With Limited Reach and Strength	Not Applicable	All functions of the product are addressed by the technical requirements.
302.9 With Limited Language, Cognitive, and Learning Abilities	Not Applicable	All functions of the product are addressed by the technical requirements.

## Chapter 4: <u>Hardware</u>

Criteria	Conformance Level	Remarks and Explanations
402 Closed Functionality	Heading cell – no response required	Heading cell – no response required
402.1 General	Heading cell – no response required	Heading cell – no response required
402.2 Speech-Output Enabled	Heading cell – no response required	Heading cell – no response required
402.2.1 Information Displayed On-Screen	Not Applicable	
402.2.2 Transactional Outputs	Not Applicable	
402.2.3 Speech Delivery Type and Coordination.	Not Applicable	
402.2.4 User Control	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
402.2.5 Braille Instructions	Not Applicable	
402.3 Volume	Heading cell – no response required	Heading cell – no response required
402.3.1 Private Listening.	Not Applicable	
402.3.2 Non-private Listening	Not Applicable	
402.4 Characters	Not Applicable	
402.5 Characters on Variable Message Signs	Not Applicable	
403 Biometrics	Heading cell – no response required	Heading cell – no response required
403.1 General	Not Applicable	
404 Preservation of Information Provided for Accessibility	Heading cell – no response required	Heading cell – no response required
404.1 General	Supports	
405 Privacy	Heading cell – no response required	Heading cell – no response required
405.1 General	Not Applicable	
406 Standard Connections	Heading cell – no response required	Heading cell – no response required
406.1 General	Not Applicable	
407 Operable Parts	Heading cell – no response required	Heading cell – no response required
407.2 Contrast	Not Applicable	
407.3 Input Controls	Heading cell – no response required	Heading cell – no response required
407.3.1 Tactilely Discernible	Not Applicable	
407.3.2 Alphabetic Keys	Not Applicable	
407.3.3 Numeric Keys	Not Applicable	
407.4 Key Repeat	Not Applicable	
407.5 Timed Response	Not Applicable	
407.6 Operation	Not Applicable	
407.7 Tickets, Fare Cards, and Keycards	Not Applicable	
407.8 Reach Height and Depth	Heading cell – no response required	Heading cell – no response required
407.8.1 Vertical Reference Plane	Not Applicable	
407.8.1.1 Vertical Plane for Side Reach	Not Applicable	
407.8.1.2 Vertical Plane for Forward Reach	Not Applicable	
407.8.2 Side Reach	Not Applicable	
407.8.2.1 Unobstructed Side Reach	Not Applicable	
407.8.2.2 Obstructed Side Reach	Not Applicable	
407.8.3 Forward Reach	Not Applicable	
407.8.3.1 Unobstructed Forward Reach	Not Applicable	
407.8.3.2 Obstructed Forward Reach	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
407.8.3.2.1 Operable Part Height for ICT with Obstructed Forward	Not Applicable	
Reach		
407.8.3.2.2 Knee and Toe Space under ICT with Obstructed	Not Applicable	
Forward Reach		
408 Display Screens	Heading cell – no response required	Heading cell – no response required
408.2 Visibility	Not Applicable	
408.3 Flashing	Not Applicable	
409 Status Indicators	Heading cell – no response required	Heading cell – no response required
409.1 General	Not Applicable	
410 Color Coding	Heading cell – no response required	Heading cell – no response required
410.1 General	Not Applicable	
411 Audible Signals	Heading cell – no response required	Heading cell – no response required
411.1 General	Not Applicable	
412 ICT with Two-Way Voice Communication	Heading cell – no response required	Heading cell – no response required
412.2 Volume Gain	Heading cell – no response required	Heading cell – no response required
412.2.1 Volume Gain for Wireline Telephones	Not Applicable	
412.2.2 Volume Gain for Non-Wireline ICT	Not Applicable	
412.3 Interference Reduction and Magnetic Coupling	Heading cell – no response required	Heading cell – no response required
412.3.1 Wireless Handsets	Not Applicable	
412.3.2 Wireline Handsets	Not Applicable	
412.4 Digital Encoding of Speech	Not Applicable	
412.5 Real-Time Text Functionality	Reserved for future	Reserved for future
412.6 Caller ID	Not Applicable	
412.7 Video Communication	Not Applicable	
412.8 Legacy TTY Support	Heading cell – no response required	Heading cell – no response required
412.8.1 TTY Connectability	Not Applicable	
412.8.2 Voice and Hearing Carry Over	Not Applicable	
412.8.3 Signal Compatibility	Not Applicable	
412.8.4 Voice Mail and Other Messaging Systems	Not Applicable	
413 Closed Caption Processing Technologies	Heading cell – no response required	Heading cell – no response required
413.1.1 Decoding and Display of Closed Captions	Not Applicable	
413.1.2 Pass-Through of Closed Caption Data	Not Applicable	
414 Audio Description Processing Technologies	Heading cell – no response required	Heading cell – no response required
414.1.1 Digital Television Tuners	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
414.1.2 Other ICT	Not Applicable	
415 User Controls for Captions and Audio Descriptions	Heading cell – no response required	Heading cell – no response required
415.1.1 Caption Controls	Not Applicable	
415.1.2 Audio Description Controls	Not Applicable	

## Chapter 5: Software

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.0 section	See information in WCAG 2.0 section
502 Interoperability with Assistive Technology	Heading cell – no response required	Heading cell – no response required
502.2.1 User Control of Accessibility Features	Not Applicable	
502.2.2 No Disruption of Accessibility Features	Supports	
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required
502.3.1 Object Information	Supports	
502.3.2 Modification of Object Information	Supports	
502.3.3 Row, Column, and Headers	Supports	
502.3.4 Values	Supports	
502.3.5 Modification of Values	Supports	
502.3.6 Label Relationships	Supports	
502.3.7 Hierarchical Relationships	Supports	
502.3.8 Text	Partially Supports	<ul> <li>Assistive technologies can access equations and provide descriptive text output but may omit some information about equation font formatting or the existence of comments. Some advanced features of AT may be impacted while accessing equations, such as verbosity controls or output to Braille.</li> </ul>
502.3.9 Modification of Text	Supports	
502.3.10 List of Actions	Supports	
502.3.11 Actions on Objects	Supports	

Criteria	Conformance Level	Remarks and Explanations
502.3.12 Focus Cursor	Partially Supports	- The state of ActiveX controls like "selected" or "not selected" is not exposed to AT.
502.3.13 Modification of Focus Cursor	Supports	
502.3.14 Event Notification	Supports	
502.4 Platform Accessibility Features	Not Applicable	
503 Applications	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences	Supports	
503.3 Alternative User Interfaces	Not Applicable	
503.4 User Controls for Captions and Audio Description	Heading cell – no response required	Heading cell – no response required
503.4.1 Caption Controls	Not Applicable	
503.4.2 Audio Description Controls	Not Applicable	
504 Authoring Tools	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing	See <u>WCAG 2.x</u> section	See information in WCAG 2.x section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Supports	
504.2.2 PDF Export	Partially Supports	Some unnecessary information is conveyed when a spreadsheet is saved as a PDF.
504.3 Prompts	Supports	
504.4 Templates	Supports	

## Chapter 6: <u>Support Documentation and Services</u>

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Supports	
602.3 Electronic Support Documentation	See WCAG 2.0 section	See information in WCAG 2.0 section
602.4 Alternate Formats for Non-Electronic Support	Supports	
Documentation		
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	

Criteria	Conformance Level	Remarks and Explanations
603.3 Accommodation of Communication Needs	Supports	Microsoft government and enterprise
		customers can contact the enterprise
		Disability Answer Desk for assistance
		with conformance documentation and
		accessibility support. Consumers can
		receive technical accessibility support
		for Microsoft products and services by
		contacting the Disability Answer
		Desk via chat, telephone, or ASL.

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