



## Metadata

- Title is included in metadata.
- The correct language is selected for all the elements in each slide.

## Structure

- The reading order has been established in the Reading Order pane (or the Selection pane in MacOS and versions prior to Word 2016).
- Each slide has a unique title.

## Tables

- Tables not used for layout.
- Have a header row, a header column or both.
- Table titles and notes are not part of the table structure.

## Images

- Meaningful images have an alternative text.
- Decorative images marked as "decorative".

## Animations

- Use of animations is minimal.
- All animations are identical.

## Colour

- Text and images have sufficient colour contrast ([WCAG 2.1 AA](#)).
- Information is not conveyed with colour alone: the presentation has been checked with the Inspect without Color tool.

## Accessibility

- Has been checked with the Check Accessibility tool and the issues have been properly addressed.