📊 **PowerPoint Accessibility Checklist**

Run Accessibility Checker: Review → Check Accessibility

- ☐ **Slide titles:** Every slide needs a unique title (use Layout with title placeholder)

- ☐ **Reading order:** Home → Arrange → Selection Pane → Drag to reorder

- ☐ **Alt text:** Right-click images/charts → Edit Alt Text

- ☐ **Links:** Insert → Link → Display text (make it descriptive)

- ☐ **Tables:** Simple tables only; use "Header Row" in Table Design

- ☐ **Color contrast:** 4.5:1 for text; avoid red/green combinations

- ☐ **Animations:** Keep simple; avoid auto-advance; no flashing

- ☐ **Videos:** Add captions (Insert → Video → right-click → Insert Captions)

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