



# Word Documents

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Josie Gray (she/her)


BCcampus

[jgray@bccampus.ca](mailto:jgray@bccampus.ca)

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# What to expect


- 15-minute presentation
  - 15 minutes for discussion/questions/activities
- 





# What is accessibility?

When we design and create resources, experiences, tools, and spaces that enable the diversity of our bodies and minds and centres the needs of people with disabilities.





# Use headings

Headings give your document structure and show how topics relate to each other.

They ensure screen reader accessibility, support comprehension, and make it easy to generate a table of contents!

Provincial Biology

## Provincial Biology Course Syllabus (Heading 1)

### Description (Heading 2)

This course covers the learning outcomes and core topics of Provincial Biology as described by the Adult Basic Education Curriculum found in the most recent edition of the [British Columbia ABE Articulation Handbook](#), including the completion of seven or more labs. Students are introduced to topics in cellular biology, genetics, [anatomy](#) and physiology.

### Course Objectives (Heading 2)

1. To identify the features and functions of the cell. This includes identifying the structure and function of individual organelles, as well as outlining several cell processes including DNA replication, polypeptide synthesis, cell division and cellular metabolism.
2. Understand the fundamental concepts and terminology related to genetics and apply different heredity models to different scenarios
3. To identify organs within specific organ systems and outline their structure and function, as well as relate each body system's function within overall homeostasis of the body.

### Required Texts, Readings & Resources (Heading 2)

Miller, C. (2020). *Human biology*. CC BY-NC. <https://humanbiology.pressbooks.tru.ca/>

Miller, C. (2022). *Provincial biology lab manual*. CC BY.

### Course Schedule (Heading 2)

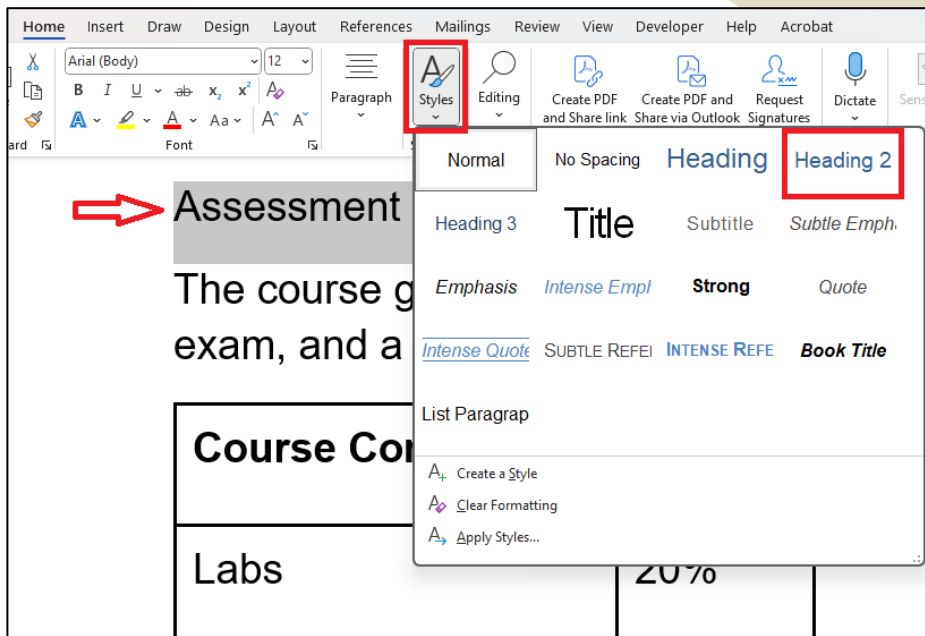
Module	Learning Materials	Assessments
Introduction to Biology and Genetics		
Cell, Tissues, and Organs		
Body Systems I		
Body Systems II		



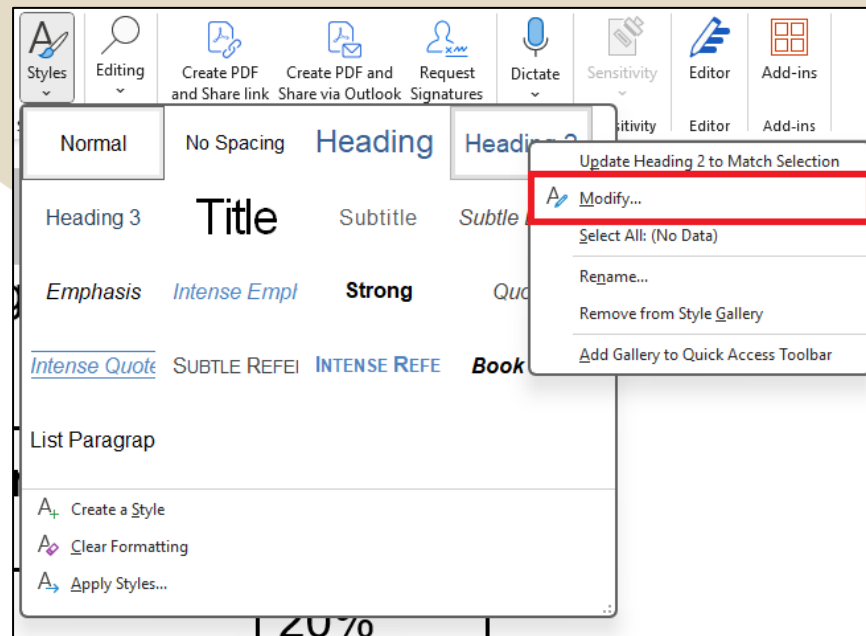
The Provincial Biology open course © 2022 Christine Miller is licensed under a [CC BY 4.0](#) licence. All files for this course can be accessed at [collection.bccampus.ca](https://collection.bccampus.ca).



# How to insert and customize headings in Word



This screenshot shows the Microsoft Word interface. The 'Styles' gallery is open, displaying various heading styles. A red box highlights the 'Heading 2' style. A red arrow points to the word 'Assessment' in the document, which is currently formatted as a heading. Below it, the text 'The course g' and 'exam, and a' is visible. Further down, the heading 'Course Co' and the text 'Labs' are shown. The 'Styles' gallery includes options like 'Normal', 'No Spacing', 'Heading', 'Heading 2', 'Heading 3', 'Title', 'Subtitle', 'Subtle Emph.', 'Emphasis', 'Intense Empl', 'Strong', 'Quote', 'Intense Quote', 'SUBTLE REFEI', 'INTENSE REFE', 'Book Title', and 'List Paragraph'. At the bottom of the gallery, there are options to 'Create a Style', 'Clear Formatting', and 'Apply Styles...'. The document content includes 'Assessment', 'The course g', 'exam, and a', 'Course Co', 'Labs', and '20%'. The 'Styles' gallery is open, showing 'Heading 2' selected.



This screenshot shows the 'Modify...' dialog box for the 'Heading 2' style. The dialog box is open, and the 'Update Heading 2 to Match Selection' option is selected. The 'Modify...' option is highlighted with a red box. The dialog box includes options like 'Update Heading 2 to Match Selection', 'Modify...', 'Select All: (No Data)', 'Rename...', 'Remove from Style Gallery', and 'Add Gallery to Quick Access Toolbar'. The background shows the 'Styles' gallery with 'Heading 2' selected. The document content includes 'Assessment', 'The course g', 'exam, and a', 'Course Co', 'Labs', and '20%'. The 'Styles' gallery is open, showing 'Heading 2' selected.







## Use Descriptive Link Text

Which is an example of an accessible link?

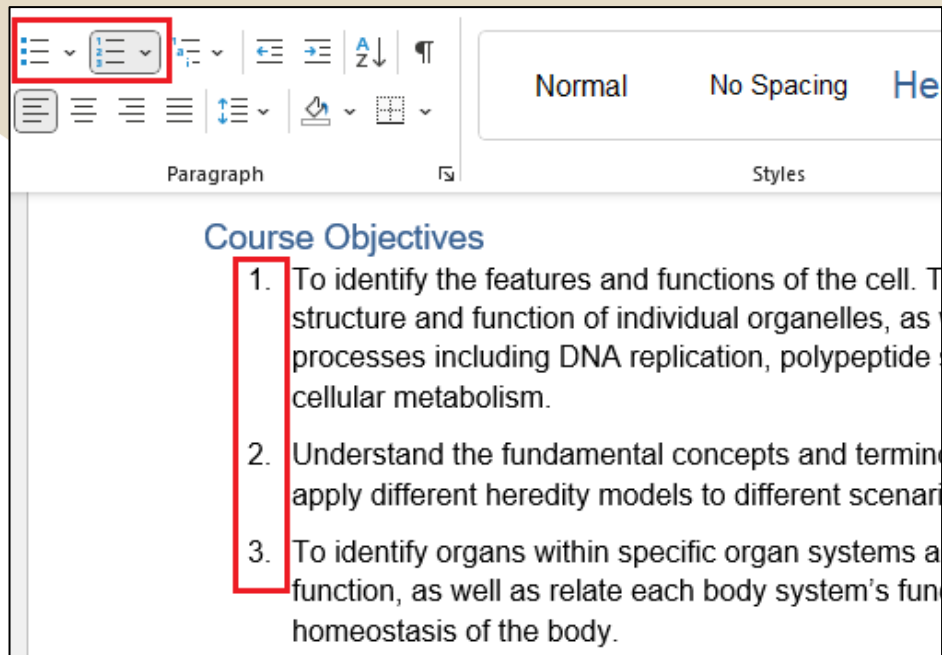
1. Click [here](#) for information on BCcampus.
2. You can find more information about BCcampus at <http://bccampus.ca/>.
3. Information about [BCcampus](#) is available online.





# Lists

Set up lists items in proper lists.

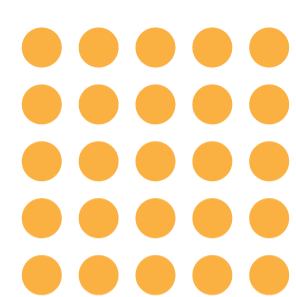


The screenshot shows the Microsoft Word ribbon with the Paragraph and Styles tabs. The Paragraph tab is active, and the List group is highlighted with a red box. The Styles tab is also visible, showing 'Normal', 'No Spacing', and 'He' styles. Below the ribbon, the text 'Course Objectives' is centered. A red box highlights the first item of a numbered list:

1. To identify the features and functions of the cell. The structure and function of individual organelles, as well as processes including DNA replication, polypeptide synthesis, and cellular metabolism.
2. Understand the fundamental concepts and terminology, and apply different heredity models to different scenarios.
3. To identify organs within specific organ systems and their function, as well as relate each body system's function to the homeostasis of the body.







# Use simple tables

- Select which cells are headers
- Do not merge or split cells

students may wish to go at their own pace. The topics are summarized in the Course Unit document in Pressbooks.

Unit	Topics (outlined in the Course Units)	Readings and videos	Assignment
1	Earth systems science, natural controls over the Earth's climate, & glaciations	Chapters 1, 3 & 4 in Environmental Geology	1
2	Soils, clay minerals & slope failures	Chapters 10 & 5, Elliot Creek video, Homalco fishery video	2
3	Earthquakes & volcanic eruptions	Chapters 6 & 7, Stress transfer, Pachena Bay tsunami, & <u>Tseax</u> eruption videos	3
4	Earth resources, sustainable energy & water supplies	Chapters 8, 9 & 11, Nile Creek video	4
5	Geological issues in waste disposal & geological implications of climate change	Chapters 14 & 15 & parts of chapter 3, <u>Atmospheric river</u> video	5

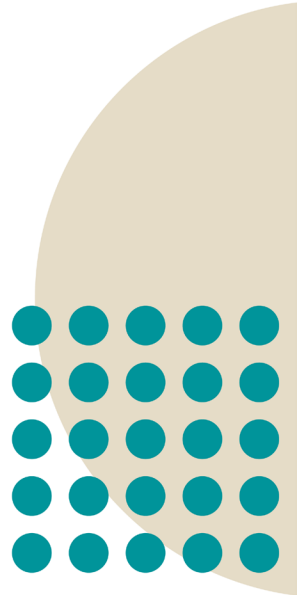
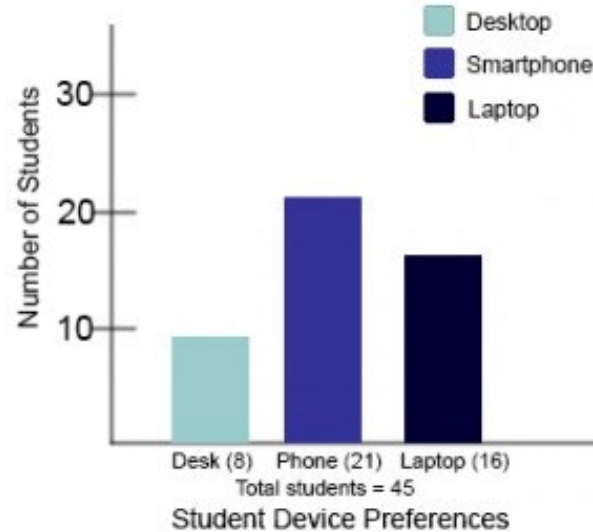
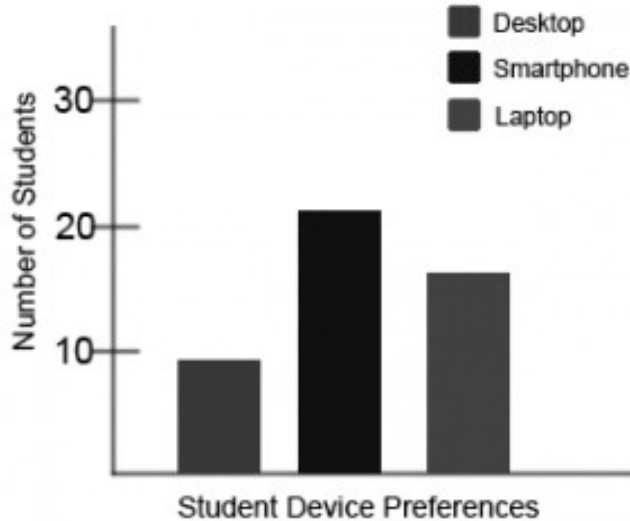




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## Do not use colour alone to convey information



"Student Device Preferences Graphs" by BCcampus. CC BY 4.0

# Colour Contrast

## Contrast Checker

[Home](#) > [Resources](#) > Contrast Checker

**Foreground**

Hex Value  
#365F91

Color Picker

Alpha: 1

Luminance

**Background**

Hex Value  
#FFFFFF

Color Picker

Luminance

Contrast Ratio  
**6.55:1**

[permalink](#)

### Normal Text

WCAG AA: **Pass**

WCAG AAA: **Fail**

The five boxing wizards jump quickly.

### Large Text

WCAG AA: **Pass**

WCAG AAA: **Pass**

The five boxing wizards jump quickly.

## Provincial Biology

### Course Syllabus

#### Description

This course covers the level described by the Adult B the [British Columbia AB](#) more labs. Students are physiology.

#### Course Objectives

1. To identify the function and structure and function of cellular processes including cellular metabolism.
2. Understand the function and apply different heredity models to different scenarios.
3. To identify organs within specific organ systems and outline their structure and function, as well as relate each body system's function within overall homeostasis of the body.

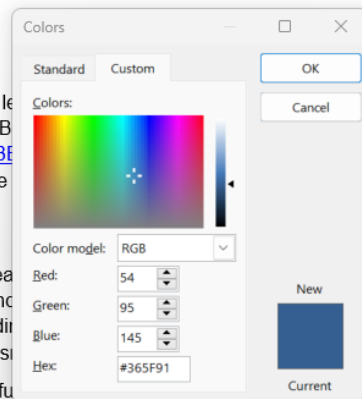
#### Required Texts, Readings & Resources

Miller, C. (2020). *Human biology*. CC BY-NC. <https://humanbiology.pressbooks.tru.ca/>

Miller, C. (2022). *Provincial biology lab manual*. CC BY.

#### Course Schedule

Module	Learning Materials	Assessments
Introduction to Biology and Genetics		
Cell, Tissues, and Organs		
Body Systems I		
Body Systems II		



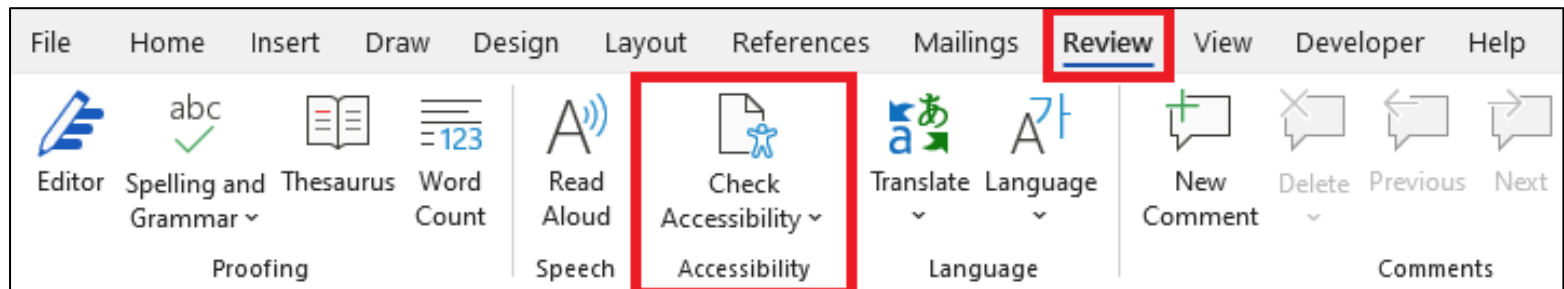
Provincial Biology as the most recent edition of the completion of seven or genetics, [anatomy](#) and

includes identifying the structure and function of cell division and

related to genetics and



# Final Step: Run an Accessibility Check



# Recap!

1. Use headings to convey topic hierarchy.
2. Describe images that convey information.
3. Use descriptive link text.
4. Use properly structured lists and tables.
5. Do not use colour alone to convey information.
6. Ensure there is adequate contrast between foreground and background colors.
7. If available, use an accessibility checker.

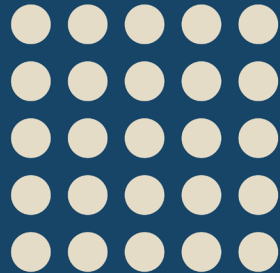




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Questions!



# Activity

Open up one of your own Word documents or download an example of an inaccessible Word document from [bit.ly/accessbites](https://bit.ly/accessbites) (see the folder titled “Word Documents.”)

Look for headings, images, links, tables, etc. and check to see if the content is accessible.





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# Thank you!

**Find recordings from past sessions:**

[media.bccampus.ca](https://media.bccampus.ca)

(search for “Accessibility Bites”)

**Download these slides:**

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