

Create an accessible list in Microsoft Office

Overview

When you include a list in a Microsoft Office document, create the list using the formatting tools, as opposed to typing numbers or dashes to denote list items. A screen reader will not realise that this is intended to be a list and will read out all the punctuation separately.

- For example,

- Here the screen reader will read 'hyphen, for example, hyphen, here the screen.....'

Using the list formatting tools ensures the screen reader knows the text is a list and it will announce this accordingly.

Choose a list type

There are two types of lists in Office, ordered and unordered:

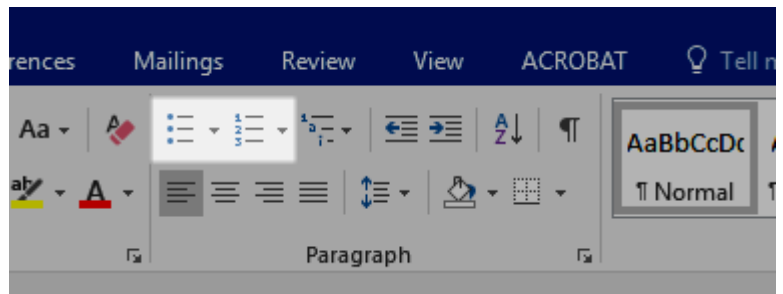
Ordered or numbered lists

These are used when describing a sequential process, such as steps to follow in a recipe. Ordered lists use numbers, letters, or Roman numerals to identify list items and indicate the list order. Use ordered lists when items need to be read in a specific order to make sense.

Unordered or bulleted lists

These are used to help summarize or highlight important information. Unordered lists use bullets to identify list items. Use unordered lists when the sequence of items is not important.

In Word, both list options are available in the Home tab on the ribbon, in the "Paragraph" group.



Create a list

To create a list

1. Click the Home tab on the ribbon.
2. In the "Paragraph" group on the ribbon, click the appropriate icon for the type of list you want to make: Numbering button for an ordered list, or Bullets button for an unordered list.
3. Begin typing to add text to the list's first item.
4. At the end of the item press Enter and you will jump to a new item in your list.

To change the list item's level

1. To create an indented sub level in your list
 - a. Press Tab to indent your item to the next sub level.
2. Press Shift-Tab to return to the previous level.

To change the style of the bullets or numbers

1. Click the Multilevel list button
2. Choose the style of list you wish to use.

[Microsoft guide to creating accessible documents](#)