Adding Alternative Text with MSO Accessibility Checker

Enabling Accessibility Checker (ALL Microsoft 365 Programs)

1. On the ribbon located across the top of Microsoft PowerPoint, select the Review tab.
2. Select Check Accessibility.
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3. The Image [1], does not have alternative text. The Accessibility Checker will notify you of the Issue [2] and provide you with a recommendation to Add a description [3].
4. Provide a **detailed description** [1]. Then, you may **exit out** [2]. All changes will be saved.

![Alt Text](image)

- Chart that illustrates the four different learning styles. These learning styles are Visual, Auditory, Reading and Writing, and Kinesthetic.