**Creating Accessible Documents Quiz**

**Question 1**

A primary method of creating document structure in a Microsoft Word document is through the use of:

1. Bold Text
2. Headings
3. Macros
4. Direct Formatting

**Question 2**

Which of the following would be the best practice for writing alternative text descriptions for images:

1. Describe every visual component of the image in detail.
2. An alt text description should convey the purpose and meaning of the image.
3. Alternative text descriptions are unnecessary.
4. Alternative text descriptions are only needed for tables.

**Question 3**

Built-in paragraph styling tools should be used to format which of the following:

1. Columns
2. Bullets
3. White space
4. All of the above

**Question 4**

Which of the following would be the best example of a meaningful hyperlink:

1. [**Read More**](https://support.office.com/en-us/article/Creating-accessible-Word-documents-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US)
2. <https://support.office.com/en-us/article/Creating-accessible-Word-documents-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US>
3. [**Read More About Microsoft Word Accessibility**](https://support.office.com/en-us/article/Creating-accessible-Word-documents-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US)

**Question 5**

Color should not be used as the sole means of conveying meaning.

1. True
2. False

**Question 6**

In a PowerPoint presentation, the text in a text box is accessible to a screen reader.

1. True
2. False

**Question 7**

In a PowerPoint presentation the reading order of objects placed on a slide can be modified with the Selection Pane tool:

1. True
2. False

**Question 8**

When an accessible word doc is saved as a PDF, which of the following is true:

1. Any alt text added to images will be lost
2. Any alt text added to images will be included
3. Images in PDFs cannot include alt text

**Question 9**

When an accessible word doc is saved as a PDF, which of the following is true:

1. Headings will be visible as bookmarks
2. Headings will not be included
3. Word doc cannot be saved as PDF

**Question 10**

Which of the following accessibility issues would the Microsoft Accessibility Checker identify as an error?

1. Missing Alt Text
2. Unclear hypertext link
3. Objects not inline
4. Repeated blank characters