Creating Accessible forms using Word (H1)

Select Heading (H2)
Headings should descend from largest to smallest.

Adding an Image with alternative text (H2)

![Image](image_url)

Adding a table (H2)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Instructor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design II</td>
<td>Mr. Smith</td>
<td>Spring 2000</td>
</tr>
<tr>
<td>Art History</td>
<td>Ms. Bordou</td>
<td>Fall 2000</td>
</tr>
</tbody>
</table>

Hyperlinks (H2)
Remember to add a more meaningful description either then “click here”.

Where to find family fun in the DFW area.

Creating Lists (H2)
Nothing special that needs to be done here.

- Select Home
- Choose Numbered List or
- Bulleted List option from Paragraph group
Creating Columns (H2)

1. Select the Page Layout tab on the ribbon.
2. Select Columns in the Page Setup group.
3. Choose the number of columns.

The End!