

# Voluntary Product Accessibility Template (VPAT)<sup>®</sup> 2.3

## Google Sheets Accessibility Conformance Report

VPAT<sup>®</sup> 2.3

- **Name of product/version:** Google Sheets
- **Product description:** Web application
- **Date:** 13 November 2020
- **Contact information:** [apps-accessibility@google.com](mailto:apps-accessibility@google.com)
- **Note:** The following applications were used to evaluate this product:
  - Desktop browsers: Firefox, Chrome, and Safari.
  - Assistive technologies: JAWS, NVDA, and VoiceOver.
  - Accessibility testing tools: Browser developer tools.
- This report covers the degree of conformance for the following accessibility standards/guidelines:
  - [Web Content Accessibility Guidelines \(WCAG\) 2.0](#) - Level A and Level AA, but not Level AAA.
  - [Revised Section 508](#), as published by the U.S. Access Board in the Federal Register on January 18, 2017.
  - [Corrections to the ICT Final Rule](#) as published by the US Access Board in the Federal Register on January 22, 2018

## Terminology

The terms used in the conformance level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially supports:** Some functionality of the product does not meet the criterion.
- **Does not support:** The majority of product functionality does not meet the criterion.
- **Not applicable:** The criterion is not relevant to the product.
- **Not evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG 2.0 Level AAA.

## WCAG 2.0 Report

Tables 1 and 2 also document conformance with:

- Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing
- Chapter 6 – 602.3 Electronic Support Documentation

**Note:** When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

**Table 1: Web Content Accessibility Guidelines (WCAG) 2.0 Success Criteria, Level A**

Notes:

Criteria	Conformance level	Remarks and explanations
<a href="#">1.1.1 Non-text Content</a>	Supports	The Google Sheets web application provides text alternatives for non-text items.
<a href="#">1.2.1 Audio-only and Video-only (Prerecorded)</a>	Not applicable	The Google Sheets web application does not have prerecorded audio-only or prerecorded video-only media.
<a href="#">1.2.2 Captions (Prerecorded)</a>	Not applicable	The Google Sheets web application does not have prerecorded audio content.
<a href="#">1.2.3 Audio Description or Media Alternative (Prerecorded)</a>	Not applicable	The Google Sheets web application does not have prerecorded video content.

Criteria	Conformance level	Remarks and explanations
<a href="#">1.3.1 Info and Relationships</a>	Partially supports	<p>The Google Sheets web application exposes most semantics, with some exceptions:</p> <ul style="list-style-type: none"> <li>• Some headings do not expose heading semantics.</li> <li>• Some lists do not expose list semantics.</li> <li>• Some data tables do not identify the column and row headers.</li> <li>• The image upload dialog uses tables for layout purposes.</li> </ul>
<a href="#">1.3.2 Meaningful Sequence</a>	Supports	The correct reading sequence is meaningful throughout the Google Sheets web application.
<a href="#">1.3.3 Sensory Characteristics</a>	Supports	The Google Sheets web application does not rely on sensory characteristics for instructions.
<a href="#">1.4.1 Use of Color</a>	Supports	The Google Sheets web application does not rely on color-alone to convey information.
<a href="#">1.4.2 Audio Control</a>	Not applicable	The Google Sheets web application does not have audio content.

Criteria	Conformance level	Remarks and explanations
<a href="#">2.1.1 Keyboard</a>	Partially supports	<p>All functionality is operable using the keyboard-alone in the Google Sheets web application with some exceptions:</p> <ul style="list-style-type: none"> <li>• Some tab controls are not switchable using cursor keys.</li> <li>• Some buttons are only operable using the ENTER key.</li> <li>• Column widths and row heights cannot be changed using the keyboard-alone.</li> <li>• Drag and drop to rearrange the apps in the Google Apps disclosure panel cannot be performed using the keyboard-alone.</li> </ul>
<a href="#">2.1.2 No Keyboard Trap</a>	Partially supports	<p>The Google Sheets web application does not cause a keyboard trap, with the following exception:</p> <ul style="list-style-type: none"> <li>• When the drawing dialog is loaded, it is not possible to navigate away from the panel that has focus without closing the dialog.</li> </ul>
<a href="#">2.2.1 Timing Adjustable</a>	Not applicable	The Google Sheets web application does not cause a keyboard trap.
<a href="#">2.2.2 Pause, Stop, Hide</a>	Not applicable	The Google Sheets web application does not have content that blinks, scrolls, or updates regularly.
<a href="#">2.3.1 Three Flashes or Below Threshold</a>	Supports	The Google Sheets web application does not have flashing content.

Criteria	Conformance level	Remarks and explanations
<a href="#">2.4.1 Bypass Blocks</a>	Supports	The Google Sheets web application provides a set of shortcuts that allow keyboard users to skip to various locations of the user interface.
<a href="#">2.4.2 Page Titled</a>	Supports	The Google Sheets web application uses the name of the document for the page title.
<a href="#">2.4.3 Focus Order</a>	Supports	The Google Sheets web application has a meaningful focus order.
<a href="#">2.4.4 Link Purpose (In Context)</a>	Supports	The Google Sheets web application has meaningful link phrases.
<a href="#">3.1.1 Language of Page</a>	Supports	The Google Sheets web application identifies the default language of the page.
<a href="#">3.2.1 On Focus</a>	Supports	The Google Sheets web application does not cause a change of context on focus.
<a href="#">3.2.2 On Input</a>	Partially supports	<p>The Google Sheets web application does not cause an unexpected change of context when interacting with elements, with some exceptions:</p> <ul style="list-style-type: none"> <li>● Toggling the grid/list view button moves focus to the associated documents.</li> <li>● Operating disclosure buttons automatically moves focus to the associated panel.</li> <li>● Taking a snapshot in the image dialog moves focus to the container of the image dialog.</li> </ul>

Criteria	Conformance level	Remarks and explanations
<a href="#">3.3.1 Error Identification</a>	Supports	If an input error is detected in the Google Sheets web application, the error is described to the user in text.
<a href="#">3.3.2 Labels or Instructions</a>	Partially supports	The Google Sheets web application has visible labels for most form controls, but some form controls do not have a permanently visible label.
<a href="#">4.1.1 Parsing</a>	Supports	The Google Sheets web application has some minor parsing errors, but none that adversely affect accessibility.
<a href="#">4.1.2 Name, Role, Value</a>	Partially supports	<p>The Google Sheets web application provides the correct name, role, state, and other important accessibility information for most form controls, with some exceptions, including:</p> <ul style="list-style-type: none"> <li>● Some dialogs do not have a dialog role, such as the conditional format dialog.</li> <li>● Some combo boxes do not indicate the expanded state.</li> <li>● The error state is not programmatically exposed on form fields in error.</li> <li>● Some group labels are not programmatically associated with form controls.</li> <li>● Some interface elements do not have an accessible name.</li> </ul>

**Table 2: Web Content Accessibility Guidelines (WCAG) 2.0 Success Criteria, Level AA**

Notes:

Criteria	Conformance level	Remarks and explanations
<a href="#">1.2.4 Captions (Live)</a>	Not applicable	The Google Sheets web application does not have live audio content.
<a href="#">1.2.5 Audio Description (Prerecorded)</a>	Not applicable	The Google Sheets web application does not have video content.
<a href="#">1.4.3 Contrast (Minimum)</a>	Partially supports	<p>The Google Sheets web application has sufficient contrast between the foreground and background colors, with some exceptions, including:</p> <ul style="list-style-type: none"><li>● Placeholder text has insufficient contrast.</li><li>● Some instructional text has insufficient contrast.</li><li>● Some buttons and tabs have insufficient contrast.</li><li>● Link text in the search results of the link dialog has insufficient contrast.</li></ul>

Criteria	Conformance level	Remarks and explanations
<a href="#">1.4.4 Resize text</a>	Partially supports	<p>Text is resizable to 200% throughout the Google Sheets web application without a loss of content or functionality with some exceptions:</p> <ul style="list-style-type: none"> <li>● The bottom of the publish to web dialog is clipped when zoomed to 200%.</li> <li>● The menu items in the general header are clipped by the disclosure buttons container when the text is zoomed to 200%.</li> <li>● When zoomed to 200%, the bottom of the comment history disclosure panel is clipped by the fixed footer if there are several comments.</li> </ul>
<a href="#">1.4.5 Images of Text</a>	Supports	The Google Sheets web application does not contain images of text.
<a href="#">2.4.5 Multiple Ways</a>	Supports	The Google Sheets web application has multiple ways of locating screens in the application.
<a href="#">2.4.6 Headings and Labels</a>	Supports	Headings and labels are descriptive throughout the Google Sheets web application.



Criteria	Conformance level	Remarks and explanations
<a href="#">2.4.7 Focus Visible</a>	Partially supports	<p>The Google Sheets web application has a visible indication of focus throughout, with some exceptions:</p> <ul style="list-style-type: none"> <li>● There is no visible indication of focus when list boxes first receive focus.</li> <li>● There is no visible indication of focus when a sub-menu is first opened in the main menu.</li> <li>● There is no visible indication of focus when the toolbar first receives focus.</li> <li>● There is no visible indication of focus on currently selected tabs.</li> <li>● There is no visible indication of focus on checkboxes in the alternating colors checkbox.</li> </ul>
<a href="#">3.1.2 Language of Parts</a>	Partially Supports	<p>The Google Sheets web application identifies the language of the UI and allows specification of the language for the entire text of the document, but it does not allow users to specify different languages mixed within the document text.</p>

Criteria	Conformance level	Remarks and explanations
<a href="#">3.2.3 Consistent Navigation</a>	Supports	The Google Sheets web application has a consistent navigation mechanism.
<a href="#">3.2.4 Consistent Identification</a>	Supports	The Google Sheets web application components are identified consistently.
<a href="#">3.3.3 Error Suggestion</a>	Not applicable	There are no known suggestions for correction when errors are detected in the Google Sheets web application.
<a href="#">3.3.4 Error Prevention (Legal, Financial, Data)</a>	Not applicable	Use of the Google Sheets web application does not inherently cause legal commitments or financial transactions to occur.

**Table 3: Web Content Accessibility Guidelines (WCAG) 2.0 Success Criteria, Level AAA**

Notes:

Criteria	Conformance level	Remarks and explanations
<a href="#">1.2.6 Sign Language (Prerecorded)</a>	Not evaluated	
<a href="#">1.2.7 Extended Audio Description (Prerecorded)</a>	Not evaluated	
<a href="#">1.2.8 Media Alternative (Prerecorded)</a>	Not evaluated	
<a href="#">1.2.9 Audio-only (Live)</a>	Not evaluated	
<a href="#">1.4.6 Contrast Enhanced</a>	Not evaluated	
<a href="#">1.4.7 Low or No Background Audio</a>	Not evaluated	
<a href="#">1.4.8 Visual Presentation</a>	Not evaluated	
<a href="#">1.4.9 Images of Text (No Exception) Control</a>	Not evaluated	
<a href="#">2.1.3 Keyboard (No Exception)</a>	Not evaluated	
<a href="#">2.2.3 No Timing</a>	Not evaluated	
<a href="#">2.2.4 Interruptions</a>	Not evaluated	
<a href="#">2.2.5 Re-authenticating</a>	Not evaluated	
<a href="#">2.3.2 Three Flashes</a>	Not evaluated	
<a href="#">2.4.8 Location</a>	Not evaluated	
<a href="#">2.4.9 Link Purpose (Link Only)</a>	Not evaluated	

Criteria	Conformance level	Remarks and explanations
<a href="#">2.4.10 Section Headings</a>	Not evaluated	
<a href="#">3.1.3 Unusual Words</a>	Not evaluated	
<a href="#">3.1.4 Abbreviations</a>	Not evaluated	
<a href="#">3.1.5 Reading Level</a>	Not evaluated	
<a href="#">3.1.6 Pronunciation</a>	Not evaluated	
<a href="#">3.2.5 Change on Request</a>	Not evaluated	
<a href="#">3.3.5 Help</a>	Not evaluated	
<a href="#">3.3.6 Error Prevention (All)</a>	Not evaluated	

## Section 508 Chapter 3: Functional Performance Criteria (FPC)

Notes:

Criteria	Conformance level	Remarks and explanations
302.1 Without Vision	Partially supports	The Google Sheets web application provides the correct name, role, state, and other important accessibility information for most interface elements. Some images do not have a text alternative.
302.2 With Limited Vision	Partially supports	The Google Sheets web application can be used with limited vision, but some content is clipped when zoomed to 200%.
302.3 Without Perception of Color	Partially supports	The Google Sheets web application can be used without color perception, apart from the colors in the color-picker that are visually displayed by color-alone.
302.4 Without Hearing	Supports	
302.5 With Limited Hearing	Supports	
302.6 Without Speech	Supports	

Criteria	Conformance level	Remarks and explanations
302.7 With Limited Manipulation	Partially supports	The Google Sheets web application is usable by people with limited manipulation, but some operations cannot be completed using the keyboard-alone, such as resizing columns.
302.8 With Limited Reach and Strength	Supports	
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	

## Section 508 Chapter 4: Hardware

Notes: Google Sheets is not a hardware product.

Criteria	Conformance level	Remarks and explanations
402 Closed Functionality		
<i>402.1 General</i>		
<i>402.2 Speech-Output Enabled</i>		
402.2.1 Information Displayed On-Screen	Not applicable	
402.2.2 Transactional Outputs	Not applicable	
402.2.3 Speech Delivery Type and Coordination	Not applicable	
402.2.4 User Control	Not applicable	
402.2.5 Braille Instructions	Not applicable	
<i>402.3 Volume</i>		
402.3.1 Private Listening	Not applicable	
402.3.2 Non-private Listening	Not applicable	
402.4 Characters on Display Screens	Not applicable	
402.5 Characters on Variable Message Signs	Not applicable	
<i>403 Biometrics</i>		
403.1 General	Not applicable	
<i>404 Preservation of Information Provided for Accessibility</i>		

Criteria	Conformance level	Remarks and explanations
404.1 General	Not applicable	
405 Privacy		
405.1 General	Not applicable	
406 Standard Connections		
406.1 General	Not applicable	
407 Operable Parts		
407.2 Contrast	Not applicable	
<i>407.3 Input Controls</i>		
407.3.1 Tactilely Discernible	Not applicable	
407.3.2 Alphabetic Keys	Not applicable	
407.3.3 Numeric Keys	Not applicable	
407.4 Key Repeat	Not applicable	
407.5 Timed Response	Not applicable	
407.6 Operation	Not applicable	
407.7 Tickets, Fare Cards, and Keycards	Not applicable	
<i>407.8 Reach, Height and Depth</i>		
407.8.1 Vertical Reference Plane	Not applicable	



Criteria	Conformance level	Remarks and explanations
407.8.1.1 Vertical Plane for Side Reach	Not applicable	
407.8.1.2 Vertical Plane for Forward Reach	Not applicable	
407.8.2 Side Reach	Not applicable	
407.8.2.1 Unobstructed Side Reach	Not applicable	
407.8.2.2 Obstructed Side Reach	Not applicable	
407.8.3 Forward Reach	Not applicable	
407.8.3.1 Unobstructed Forward Reach	Not applicable	
407.8.3.2 Obstructed Forward Reach	Not applicable	
407.8.3.2.1 Operable Part Height for ICT with Obstructed Forward Reach	Not applicable	
407.8.3.2.2 Knee and Toe Space under ICT with Obstructed Forward Reach	Not applicable	
408 Display Screens		
408.2 Visibility	Not applicable	
408.3 Flashing	Not applicable	
409 Status Indicators		

Criteria	Conformance level	Remarks and explanations
409.1 General	Not applicable	
410 Color Coding		
410.1 General	Not applicable	
411 Audible Signals		
411.1 General	Not applicable	
412 ICT with Two-Way Voice Communication		
<i>412.2 Volume Gain</i>		
412.2.1 Volume Gain for Wireline Telephones	Not applicable	
412.2.2 Volume Gain for Non-Wireline ICT	Not applicable	
<i>412.3 Interference Reduction and Magnetic Coupling</i>		
412.3.1 Wireless Handsets	Not applicable	
412.3.2 Wireline Handsets	Not applicable	
412.4 Digital Encoding of Speech	Not applicable	
412.5 Real-Time Text Functionality	Not applicable	
412.6 Caller ID	Not applicable	

Criteria	Conformance level	Remarks and explanations
412.7 Video Communication	Not applicable	
413 Closed Caption Processing Technologies		
413.1.1 Decoding and Display of Closed Captions	Not applicable	
413.1.2 Pass-Through of Closed Caption Data	Not applicable	
414 Audio Description Processing Technologies		
414.1.1 Digital Television Tuners	Not applicable	
414.1.2 Other ICT	Not applicable	
415 User Controls for Captions and Audio Descriptions		
415.1.1 Caption Controls	Not applicable	
415.1.2 Audio Description Controls	Not applicable	

## Section 508 Chapter 5: Software

Notes: Google Sheets is a web application, not a software product. However, the web application includes some authoring functionality, hence Chapter 5: Software 504 Authoring Tools applies to this product.

Criteria	Conformance level	Remarks and explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	Refer to the WCAG 2.0 section.	Refer to the WCAG 2.0 section.
502 Interoperability with Assistive Technology		
502.2.1 User Control of Accessibility Features	Not applicable	
502.2.2 No Disruption of Accessibility Features	Not applicable	
<i>502.3 Accessibility Services</i>		
502.3.1 Object Information	Not applicable	
502.3.2 Modification of Object Information	Not applicable	
502.3.3 Row, Column, and Headers	Not applicable	
502.3.4 Values	Not applicable	
502.3.5 Modification of Values	Not applicable	
502.3.6 Label Relationships	Not applicable	
502.3.7 Hierarchical Relationships	Not applicable	

Criteria	Conformance level	Remarks and explanations
502.3.8 Text	Not applicable	
502.3.9 Modification of Text	Not applicable	
502.3.10 List of Actions	Not applicable	
502.3.11 Actions on Objects	Not applicable	
502.3.12 Focus Cursor	Not applicable	
502.3.13 Modification of Focus Cursor	Not applicable	
502.3.14 Event Notification	Not applicable	
502.4 Platform Accessibility Features	Not applicable	
503 Applications		
503.2 User Preferences	Not applicable	
503.3 Alternative User Interfaces	Not applicable	
<i>503.4 User Controls for Captions and Audio Description</i>		
503.4.1 Caption Controls	Not applicable	
503.4.2 Audio Description Controls	Not applicable	
504 Authoring Tools		

Criteria	Conformance level	Remarks and explanations
504.2 Content Creation or Editing (if not authoring tool, enter “not applicable”)	Partially supports	Google Sheets provides a mode of operation to create content that conforms to WCAG 2.0 level A and level AA, with some exceptions. Refer to the WCAG 2.0 section for specific exceptions.
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Partially supports	Google Sheets preserves accessibility information when converting to different formats, with some exceptions, such as checkboxes exported as SVG without a text alternative.
504.2.2 PDF Export	Not applicable	Google Sheets can be downloaded as a PDF, but the PDF document is not tagged.
504.3 Prompts	Partially supports	Google Sheets does not prompt for text alternatives for non-text content. Instead, users use application menus to open a dialog for adding alternative text.
504.4 Templates	Partially supports	Google Sheets provides several templates to create content that conforms to WCAG 2.0 level A and level AA, with some exceptions. Refer to the WCAG 2.0 section for specific exceptions.

**Section 508 Chapter 6: Support Documentation and Services**

Notes:

Criteria	Conformance level	Remarks and explanations
601.1 Scope		
602 Support Documentation		
602.2 Accessibility and Compatibility Features	Supports	The documentation for Google Sheets lists and explains how to use the accessibility and compatibility features of the product, and also includes instructions to create content that incorporates accessibility. See <a href="https://g.co/GSuiteAccessibility">g.co/GSuiteAccessibility</a>
602.3 Electronic Support Documentation	Supports	The documentation for Google Sheets complies with WCAG 2.0 A/AA.
602.4 Alternate Formats for Non-Electronic Support Documentation	Not applicable	All necessary documentation for Google Sheets is provided electronically.
603 Support Services		
603.2 Information on Accessibility and Compatibility Features	Supports	The Google Disability Support team can answer questions about the accessibility of Google Sheets through various support channels. See <a href="https://g.co/GSuiteAccessibility">g.co/GSuiteAccessibility</a>
603.3 Accommodation of Communication Needs	Supports	The Google Disability Support team can answer questions about the accessibility of Google Sheets through various support channels. See <a href="https://g.co/GSuiteAccessibility">g.co/GSuiteAccessibility</a>

## **Legal disclaimer**

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