# Accessibility Matrix for Standard MS Office Colours

When we use colour we must ensure that colour is not the only means for conveying meaning, and that the colour combinations we choose for text and graphics have sufficient contrast to the background colour we use. This safeguards that the materials we create will be accessible to the largest audience, and that we are compliant with both industry best-practice for accessibility and the accessibility regulations introduced in 2018. The table below shows which of the Microsoft Office default colour palette combinations have the required level of contrast for graphical objects and user interface elements, and the visual representation of text and images of text.
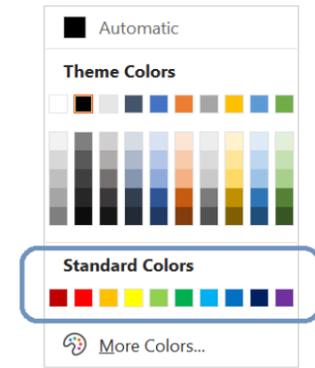
Background Colour \ Foreground colour	Black	White	Dark Red	Red	Orange	Yellow	Light Green	Dark Green	Light Blue	Blue	Dark Blue	Purple
Black	F	AAA	G	AA	AAA	AAA	AAA	AAA	AAA	G	F	F
White	AAA	F	AA	G	F	F	F	F	F	AA	AAA	AAA
Dark Red	G	AA	F	F	G	AA	G	F	F	F	F	F
Red	AA	G	F	F	F	G	F	F	F	F	G	F
Orange	AAA	F	G	F	F	F	F	F	F	G	AAA	AA
Yellow	AAA	F	AA	G	F	F	F	F	F	AA	AAA	AAA
Light Green	AAA	F	G	F	F	F	F	F	F	F	AAA	G
Dark Green	AAA	F	F	F	F	F	F	F	F	F	AA	F
Light Blue	AAA	F	F	F	F	F	F	F	F	F	AA	G
Blue	G	AA	F	F	G	AA	F	F	F	F	F	F
Dark Blue	F	AAA	F	G	AAA	AAA	AAA	AA	AA	F	F	F
Purple	F	AAA	F	F	AA	AAA	G	F	G	F	F	F

Rating	Description
F	**FAIL:** Colour combination should not be used for user interface (UI) components or graphical objects where no text is used, nor for the visual representation of text.
G	Contrast ratio is at least 3:1. Suitable for User Interface Components and Graphical Objects where no text is used. (WCAG 2.1 Success Criterion 1.4.11 Non-text Contrast Level AA). Suitable for large-scale text (at least 18 point if not bold and at least 14 point if bold) and images of large-scale text (WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum) Level AA).
AA	Contrast ratio is at least 4.5:1. Suitable for the visual representation of text and images of text to AA level (WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum) Level AA). Suitable for large-scale text (at least 18 point if not bold and at least 14 point if bold) and images of large-scale text (WCAG 2.1 Success Criterion 1.4.6 Contrast (Enhanced) Level AAA). Suitable for User Interface Components and Graphical Objects where no text is used (WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum) Level AA).
AAA	Contrast ratio is at least 7:1. Suitable for the visual representation of text and images of text to AAA level (WCAG 2.1 Success Criterion 1.4.6 Contrast (Enhanced) Level AAA). Suitable for User Interface Components and Graphical Objects where no text is used. (WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum) Level AA).
NOTE	For more information about WCAG standards visit https://www.w3.org/TR/WCAG21/ Exclusions for AA and AAA text are: **Incidental:** Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement. **Logotypes:** Text that is part of a logo or brand name has no contrast requirement.