

# **Oracle® Smart View for Office**

Accessibility Guide

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# Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## **Access to Oracle Support**

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# Welcome to Smart View Accessibility

This guide describes the accessibility features of Oracle Smart View for Office. For information regarding supported assistive technologies, refer to the *Oracle Enterprise Performance Management System Installation Start Here*.

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**Note:**

Keyboard equivalents for provider ribbons may vary if other Office add-ins or extensions are installed. For example, the keyboard equivalent **Y** may become **Y1** or **Y2** if there are ribbons created by add-ins in addition to Smart View.

Keyboard equivalents for languages other than English may be different from those listed in the chapters in this guide.

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Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/us/corporate/accessibility/support/index.html#info>

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program web site at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Enabling Accessibility for Smart View

You do not need to enable accessibility specifically for Oracle Smart View for Office; it is always in accessible mode. Smart View output is in the form of Excel spreadsheets, Word documents, and PowerPoint slides, which are accessible through Microsoft Office. For information about Excel, Word, or PowerPoint accessibility, refer to Microsoft Office product documentation.

If you are using JAWS® Screen Reading Software:

- Oracle recommends using the Internet Explorer browser.
- You must enable JAWS to read ListView headers, as described in [Enabling JAWS to Read ListView Headers](#)

### Enabling JAWS to Read ListView Headers

Lists display information in a table format within the Oracle Smart View for Office user interface. Examples of dialog boxes that display information in the ListView format are **Select Forms** or **Manage Journals**.

ListView headers are the column headings within a ListView. By default, JAWS does not read the ListView headers; however, you can enable JAWS to read them.

To enable JAWS to read ListView headers:

1. Ensure that JAWS is running.
2. Within a ListView, select a row containing data, then press **Insert+F2**.
3. In the **Run JAWS Manager** dialog box, select **Customize ListView** and press **Enter**.

The **Customize Headers** dialog box is displayed

4. In the **Column Headers** group, select the **Speak Custom Text AND Header** option.
5. Click **OK** to save the changes.

JAWS should begin speaking the column headers in the ListView element. If this doesn't happen, restart the Office application.



## Smart View Ribbon Keyboard Equivalents

The tables in this chapter list Oracle Smart View for Office ribbon items.

Exceptions are noted in parentheses.

### Smart View Ribbon Keyboard Equivalents for Excel 2007

**Table 3-1 Smart View Ribbon Keyboard Equivalents for Excel 2007 (assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C+1	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+E+N	Undo
Alt+S+E+D	Redo
Alt+S+E+C	Copy
Alt+S+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel

**Table 3-1 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2007  
(assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+D+R+R	Refresh, Refresh
Alt+S+D+R+A	Refresh, Replace and Refresh
Alt+S+D+R+S	Refresh, Refresh All Worksheets
Alt+S+D+S+1	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+E	Help, EPM Documentation
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata
Alt+S+D+S+2	Start Diagnostics; Stop Diagnostics
Alt+S+D+C	Clear Diagnostics Folder
Alt+S+D+T	Take Screenshot
Alt+S+D+A	Create Archive
Alt+S+D+O	Diagnostics Options
Alt+S+D+1	Save Document

## Smart View Ribbon Keyboard Equivalents for Excel 2010

**Table 3-2 Smart View Ribbon Keyboard Equivalents for Excel 2010 (assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+Y+E+N	Undo
Alt+S+Y+E+D	Redo
Alt+S+Y+E+C	Copy
Alt+S+Y+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+Y+2+R	Refresh, Refresh
Alt+S+Y+2+A	Refresh, Replace and Refresh
Alt+S+Y+2+S	Refresh, Refresh All Worksheets
Alt+S+Y+3	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support

**Table 3-2 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2010 (assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+H+D	Help, EPM Documentation
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata
Alt+S+Y+3, if not connected to data source Alt+S+Y+4, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+4, if not connected to data source Alt+S+Y+5, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Take Screenshot
Alt+S+Y+6, if not connected to data source Alt+S+Y+7, when connected to data source	Create Archive
Alt+S+Y+7, if not connected to data source Alt+S+Y+8, when connected to data source	Diagnostics Options
Alt+S+Y+8, if not connected to data source Alt+S+Y+9, when connected to data source	Save Document

## Smart View Ribbon Keyboard Equivalents for Excel 2013

**Table 3-3 Smart View Ribbon Keyboard Equivalents for Excel 2013 (assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections



**Table 3-3 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2013  
(assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+E+N	Undo
Alt+S+E+D	Redo
Alt+S+E+C	Copy
Alt+S+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+Y+2+R	Refresh, Refresh
Alt+S+Y+2+A	Refresh, Replace and Refresh
Alt+S+Y+2+S	Refresh, Refresh All Worksheets
Alt+S+Y+3	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+E	Help, EPM Documentation
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)

**Table 3-3 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2013 (assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata
Alt+S+Y+3, if not connected to data source Alt+S+Y+4, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+4, if not connected to data source Alt+S+Y+5, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Take Screenshot
Alt+S+Y+6, if not connected to data source Alt+S+Y+7, when connected to data source	Create Archive
Alt+S+Y+7, if not connected to data source Alt+S+Y+8	Diagnostics Options
Alt+S+Y+8, if not connected to data source Alt+S+Y+9, when connected to data source	Save Document

## Smart View Ribbon Keyboard Equivalents for Excel 2016

**Table 3-4 Smart View Ribbon Keyboard Equivalents for Excel 2016 (assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection

**Table 3-4 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2016**  
**(assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+C+U	Connections, Recently Used
Alt+S+E+N	Undo
Alt+S+E+D	Redo
Alt+S+E+C	Copy
Alt+S+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+Y+3+R	Refresh, Refresh
Alt+S+Y+3+A	Refresh, Replace and Refresh
Alt+S+Y+3+S	Refresh, Refresh All Worksheets
Alt+S+Y+4	Submit Data
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+D	Help, Documentation
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata

**Table 3-4 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2016  
(assumes Smart View ribbon is Alt+S)**

Keys	Action
Alt+S+Y+4, if not connected to data source Alt+S+Y+5, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+6, if not connected to data source Alt+S+Y+7 when connected to data source	Take Screenshot
Alt+S+Y+7, if not connected to data source Alt+S+Y+8, when connected to data source	Create Archive
Alt+S+Y+8, if not connected to data source Alt+S+Y+9	Diagnostics Options
Alt+S+Y+9, if not connected to data source Alt+S+Y+Y+A, when connected to data source	Save Document

## Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007

**Table 3-5 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007  
(assumes Smart View ribbon is Alt+S+2)**

Keys	Action
Alt+S+2	Display Smart View ribbon
Alt+S+2+P	Panel
Alt+S+2+C	Connections
Alt+S+2+C+O	Connections, Reporting and Analysis Document
Alt+S+2+C+O+C	Connections, Reporting and Analysis Document, Create Template
Alt+S+2+C+O+R	Connections, Reporting and Analysis Document, Refresh Template
Alt+S+2+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+2+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+2+C+U	Connections, Recently Used
Alt+S+2+E+C	Copy Data Point
Alt+S+2+E+V	Paste Data Point
Alt+S+2+E+M	Manage POV

**Table 3-5 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007 (assumes Smart View ribbon is Alt+S+2)**

Keys	Action
Alt+S+2+D+R+R	Refresh, Refresh
Alt+S+2+D+R+A	Refresh, Replace and Refresh
Alt+S+2+D+R+S	Refresh, Refresh All Slides
Alt+S+2+D+E	Visualize in Excel
Alt+S+2+S	Options
Alt+S+2+H	Help
Alt+S+2+H+C	Help, Contents
Alt+S+2+H+P	Help, Oracle User Productivity Kit
Alt+S+2+H+S	Help, Technical Support
Alt+S+2+H+E	Help, EPM Documentation
Alt+S+2+H+Z	Help, About
Alt+S+I	Import Metadata (PowerPoint only)
Alt+S+2+D+S	Start Diagnostics; Stop Diagnostics
Alt+S+2+D+C	Clear Diagnostics Folder
Alt+S+2+D+T	Take Screenshot
Alt+S+2+D+A	Create Archive
Alt+S+2+D+O	Diagnostics Options
Alt+S+2+D+1	Save Document

## Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 and 2013

**Table 3-6 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 and 2013 (assumes Smart View ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1	Display Smart View ribbon
Alt+Y+1+P	Panel
Alt+Y+1+C	Connections
Alt+Y+1+C+O	Connections, Reporting and Analysis Document
Alt+Y+1+C+O+C	Connections, Reporting and Analysis Document, Create Template

**Table 3-6 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 and 2013 (assumes Smart View ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+C+O+R	Connections, Reporting and Analysis Document, Refresh Template
Alt+Y+1+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+Y+1+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+Y+1+C+U	Connections, Recently Used
Alt+Y+1+Y+2	Copy
Alt+Y+1+Y+3	Paste Data Point
Alt+Y+1+Y+4	Manage POV
Alt+Y+1+Y+5+R	Refresh
Alt+Y+1+Y+5+A	Refresh, Replace and Refresh
Alt+Y+1+Y+5+S	Refresh, Replace All Slides (PowerPoint 2010, 2013)
Alt+Y+1+Y+6	Visualize in Excel
Alt+Y+1+S	Options
Alt+Y+1+H	Help
Alt+Y+1+H+C	Help, Contents
Alt+Y+1+H+P	Help, Oracle User Productivity Kit
Alt+Y+1+H+S	Help, Technical Support
Alt+Y+1+H+E	Help, EPM Documentation
Alt+Y+1+H+Z	Help, About
Alt+Y+1+I	Import Metadata (PowerPoint only)
Alt+Y+1+Y+A	Start Diagnostics; Stop Diagnostics (Word)
Alt+Y+1+Y+7	Start Diagnostics; Stop Diagnostics (PowerPoint)
Alt+Y+1+Y+B	Clear Diagnostics Folder (Word)
Alt+Y+1+Y+8	Clear Diagnostics Folder (PowerPoint)
Alt+Y+1+Y+C	Take Screenshot (Word)
Alt+Y+1+Y+9	Take Screenshot (PowerPoint)
Alt+Y+1+Y+D	Create Archive (Word)
Alt+Y+1+Y+A	Create Archive (PowerPoint)
Alt+Y+1+Y+E	Diagnostics Options (Word)

**Table 3-6 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 and 2013 (assumes Smart View ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+B	Diagnostics Options (PowerPoint)
Alt+Y+1+Y+F	Save Document (Word)
Alt+Y+1+Y+C	Save Document (PowerPoint)

## Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2016

**Table 3-7 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2016 (assumes Smart View ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2	Display Smart View ribbon
Alt+Y+2+P	Panel
Alt+Y+2+C	Connections
Alt+Y+2+C+O	Connections, Reporting and Analysis Document
Alt+Y+2+C+O+C	Connections, Reporting and Analysis Document, Create Template
Alt+Y+2+C+O+R	Connections, Reporting and Analysis Document, Refresh Template
Alt+Y+2+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+Y+2+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+Y+2+C+U	Connections, Recently Used
Alt+Y+2+Y+3	Copy
Alt+Y+2+Y+4	Paste
Alt+Y+2+Y+5	Manage POV
Alt+Y+2+Y+6+R	Refresh
Alt+Y+2+Y+6+A	Refresh, Refresh (PowerPoint only)
Alt+Y+2+Y+6+S	Refresh, Refresh All Slides (PowerPoint only)
Alt+Y+2+Y+6	Visualize in Excel
Alt+Y+2+S	Options
Alt+Y+2+H	Help
Alt+Y+2+H+C	Help, Contents
Alt+Y+2+H+P	Help, Oracle User Productivity Kit

**Table 3-7 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2016 (assumes Smart View ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+H+S	Help, Technical Support
Alt+Y+2+H+D	Help, Documentation
Alt+Y+2+H+Z	Help, About
Alt+Y+2+I	Import Metadata (PowerPoint only)
Alt+Y+2+Y+8	Start Diagnostics; Stop Diagnostics
Alt+Y+2+Y+9	Clear Diagnostics Folder
Alt+Y+2+Y+A	Take Screenshot
Alt+Y+2+Y+B	Create Archive
Alt+Y+2+Y+C	Diagnostics Options
Alt+Y+2+Y+D	Save Document



# Office 2007 Data Provider Keyboard Equivalents

The tables in this chapter list ribbon items for Office 2007.

Exceptions are noted in parentheses.

## Data Provider Ribbon Keyboard Equivalents for Excel 2007

**Table 4-1 Data Provider Ribbon Keyboard Equivalents for Excel 2007 (assumes provider ribbon is Alt+Y)**

Keys	Action
Alt+Y+Y	Analyze (Planning only)
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+S	Refresh, Refresh All
Alt+Y+D+O	Display or Hide POV
Alt+Y+D+D	Drill-through
Alt+Y+A+M	Add Member
Alt+Y+D+B	Submit Data
Alt+Y+D+E	Cell Comments (HFM only)
Alt+Y+D+A+E	Cell Comments (Planning only)
Alt+Y+D+P	Supporting Detail (Planning only)
Alt+Y+D+T	Document Attachment (Planning only)
Alt+Y+D+L	Lock (Planning only)
Alt+Y+D+C	Calculate
Alt+Y+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+D+C+D	Calculate, Calculate
Alt+Y+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)
Alt+Y+D+C+T	Calculate, Translate (HFM and Enterprise only)

**Table 4-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2007  
(assumes provider ribbon is Alt+Y)**

Keys	Action
Alt+Y+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+D+O+2	Consolidate (HFM and Enterprise only)
Alt+Y+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+W	View Comments
Alt+Y+D+U	Adjust
Alt+Y+D+U+J	Adjust, Adjust
Alt+Y+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+D+D	Drill-through
Alt+Y+I	Instructions (Financial Management only)
Alt+Y+N	Entity Details (Financial Management only)
Alt+Y+T	Create Journal (Financial Management only)
Alt+Y+D+M	More (Planning only)
Alt+Y+D+M+J	More, Job Console (Planning only)
Alt+Y+D+M+M	More, Member Formula (Planning only)
Alt+Y+D+M+I	More, Instructions (Planning only)
Alt+Y+D+M+F	More, Offline (Planning only)
Alt+Y+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+S	Save Formatting (Planning only)
Alt+Y+C	Clear Formatting (Planning only)

**Table 4-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2007 (assumes provider ribbon is Alt+Y)**

Keys	Action
Alt+Y+A	Apply Formatting (Planning only)
Alt+Y+A+N	Apply Formatting, None (Planning only)
Alt+Y+A+Y	Apply Formatting, Cell styles (Planning only)
Alt+Y+A+C	Apply Formatting, Custom styles (Planning only)
Alt+Y+A+A	Apply Formatting, Custom and cell styles (Planning only)
Alt+Y+W+P	Approvals (Planning only)
Alt+Y+W+V	Copy Version (Planning only)

## Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

**Table 4-2 Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes Essbase or ad hoc ribbon is Alt+Y)**

Keys	Action
Alt+Y+A+Z	Zoom In
Alt+Y+A+Z+N	Zoom In, Next Level
Alt+Y+A+Z+A	Zoom In, All Levels
Alt+Y+A+Z+B	Zoom In, Bottom Level
Alt+Y+A+Z+E	Zoom In, Same Level (Essbase only)
Alt+Y+A+Z+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+A+Z+G	Zoom In, Same Generation (Essbase only)
Alt+Y+A+Z+F	Zoom In, Formulas (Essbase only)
Alt+Y+A+U	Zoom Out
Alt+Y+A+T	Pivot
Alt+Y+A+T+P	Pivot, Pivot
Alt+Y+A+T+T	Pivot, Pivot to POV
Alt+Y+A+K	Keep Only
Alt+Y+A+O	Remove Only
Alt+Y+A+I	Member Selection
Alt+Y+A+Q	Query
Alt+Y+A+Q+Q	Query, Query Designer
Alt+Y+A+Q+R	Query, Run Report

**Table 4-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes Essbase or ad hoc ribbon is Alt+Y)**

Keys	Action
Alt+Y+A+Q+E	Query, Execute MDX (Essbase only)
Alt+Y+A+Q+D	Query, Data Filter
Alt+Y+A+E	Member Information (Essbase only)
Alt+Y+A+P	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+A+A	Change Alias (Essbase only)
Alt+Y+A+D	Data Perspective (Essbase only)
Alt+Y+A+S	Smart Slice (except Enterprise)
Alt+Y+A+C	Cascade (except Enterprise Ad Hoc)
Alt+Y+A+C+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+I	Insert Attributes (Oracle Essbase and Oracle Planning and Budgeting Cloud only)
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+A	Refresh, Refresh All
Alt+Y+D+O	POV
Alt+Y+D+W	View Comments
Alt+Y+D+C	Calculate
Alt+Y+D+Z	Visualize (Essbase only)
Alt+Y+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+N	Entity Details (Financial Management only)
Alt+Y+T	Create Journal (Financial Management only)
Alt+Y+D+D	Drill-through
Alt+Y+J	Linked Objects (Essbase only)
Alt+Y+D+U	Adjust
Alt+Y+D+S+B	Submit Data
Alt+Y+D+S+W	Submit Data Without Refresh
Alt+Y+D+S+R	Submit Data Range

## Oracle Journals Keyboard Equivalents for Excel 2007

**Table 4-3 Oracle Journals Keyboard Equivalents for Excel 2007 (assumes Oracle Journals ribbon is Alt+J)**

Keys	Action
Alt+J+A	Analyze
Alt+J+M	Member Selection
Alt+J+R	Refresh
Alt+J+C	Scan
Alt+J+O	Post
Alt+J+N	Unpost
Alt+J+U	Submit
Alt+J+I	Unsubmit
Alt+J+V	Approve
Alt+J+J	Reject
Alt+J+T	Status
Alt+J+B	Balance Type
Alt+J+P	Type
Alt+J+G	Group
Alt+J+L	Security Class
Alt+J+E	Edit
Alt+J+S	Save

## Oracle BI EE Ribbon Keyboard Equivalents for Office 2007

**Table 4-4 Oracle BI EE Ribbon Keyboard Equivalents for Office 2007 (assumes Oracle BI EE ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+1	View Designer
Alt+Y+1+Y+2	Publish View
Alt+Y+1+Y+3	Refresh
Alt+Y+1+Y+4	Edit Prompts
Alt+Y+1+Y+5	Edit Page Prompts
Alt+Y+1+Y+6	Copy
Alt+Y+1+Y+7	Paste

**Table 4-4 (Cont.) Oracle BI EE Ribbon Keyboard Equivalents for Office 2007 (assumes Oracle BI EE ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+8	Delete
Alt+Y+1+Y+9	Mask Data

## Enterprise Performance Reporting Keyboard Shortcuts for Excel 2007

**Table 4-5 Enterprise Performance Reporting Ad Hoc Keyboard Shortcuts for Excel 2007 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y)**

Keys	Action
Alt+Y+A+Z	Zoom In
Alt+Y+A+Z+N	Zoom In, Next Level
Alt+Y+A+Z+A	Zoom In, All Levels
Alt+Y+A+Z+B	Zoom In, Bottom Level
Alt+Y+A+U	Zoom Out
Alt+Y+A+T	Pivot
Alt+Y+A+T+P	Pivot (between rows and columns, or from page dimension cells to grid)
Alt+Y+A+T+T	Pivot To POV
Alt+Y+A+K	Keep Only
Alt+Y+A+O	Remove Only
Alt+Y+A+I	Member Selection
Alt+Y+A+A	Change Alias
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+S	Refresh, Refresh All Worksheets
Alt+Y+D+O	POV (displays the POV toolbar)
Alt+Y+D+Z	Visualize
Alt+Y+D+Z+E	Visualize in Excel

## Enterprise Performance Reporting Keyboard Shortcuts for Word, PowerPoint, and Excel 2007

**Table 4-6 Enterprise Performance Reporting Keyboard Shortcuts for Word and PowerPoint 2007 (assumes Performance Reporting Ribbon is Alt+Y)**

Keys	Action
<b>Author Ribbon</b>	<b>Author Ribbon</b>
Alt+Y+C	Check Out
Alt+Y+U	Upload
Alt+Y+N	Check In
Alt+Y+B	Submit
Alt+Y+A	Approve
Alt+Y+J	Reject
Alt+Y+F	Filter Comments (appears if doclets are restarted)
Alt+Y+H	Hide Anchor, Show Anchor (appears if doclets are restarted)
Alt+Y+E	Embed
Alt+Y+R	Refresh
Alt+Y+R+D	Refresh, Refresh Data
Alt+Y+R+E	Refresh, Refresh Embedded Content
Alt+Y+R+M	Refresh, Refresh Document
Alt+Y+R+C	Refresh, Refresh Comments
Alt+Y+R+A	Refresh, Refresh All
Alt+Y+I	Inspect
Alt+Y+S	Sync
<b>Review Ribbon</b>	<b>Review Ribbon</b>
Alt+Y+A	Add New Comment
Alt+Y+F	Filter Comments
Alt+Y+H	Hide Anchor Show Anchor
Alt+Y+L	Mark Review Complete Reopen for Comments
Alt+Y+C	Refresh Comments
Alt+Y+I	Inspect
Alt+Y+S	Sync

**Table 4-6 (Cont.) Enterprise Performance Reporting Keyboard Shortcuts for Word and PowerPoint 2007 (assumes Performance Reporting Ribbon is Alt+Y)**

Keys	Action
Sign Off Ribbon	Sign Off Ribbon
Alt+Y+O	Sign Off
Alt+Y+R	Reject Sign Off
Alt+Y+I	Inspect
Alt+Y+S	Sync



# Office 2010 Data Provider Keyboard Equivalents

The tables in this chapter list ribbon items for Office 2010.

Exceptions are noted in parentheses.

## Data Provider Ribbon Keyboard Equivalents for Excel 2010

**Table 5-1 Data Provider Ribbon Keyboard Equivalents for Excel 2010 (assumes provider ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+2	Analyze (Planning only)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+D	Drill-through
Alt+Y+1+A+M	Add Member
Alt+Y+1+D+B	Submit Data
Alt+Y+1+D+A	Cell Actions
Alt+Y+1+D+E	Cell Actions, Comments
Alt+Y+1+D+P	Cell Actions, Supporting Detail (Planning only)
Alt+Y+1+D+T	Cell Actions, Attachment (Planning only)
Alt+Y+1+D+H	Cell Actions, History
Alt+Y+1+D+L	Lock (Planning only)
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+1+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+1+D+C+D	Calculate, Calculate
Alt+Y+1+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)

**Table 5-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2010  
(assumes provider ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+1+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+1+D+O+2	Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+1+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+1+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+1+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+1+W	View Comments
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+U+J	Adjust, Adjust
Alt+Y+1+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+1+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+I	Instructions (Financial Management only)
Alt+Y+1+N	Entity Details (Financial Management only)
Alt+Y+1+T	Create Journal (Financial Management only)
Alt+Y+1+D+M	More (Planning only)
Alt+Y+1+D+M+J	More, Job Console (Planning only)
Alt+Y+1+D+M+M	More, Member Formula (Planning only)
Alt+Y+1+D+M+I	More, Instructions (Planning only)
Alt+Y+1+D+M+F	More, Offline (Planning only)
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)

**Table 5-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2010 (assumes provider ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+S	Save Formatting (Planning only)
Alt+Y+1+C	Clear Formatting (Planning only)
Alt+Y+1+A	Apply Formatting (Planning only)
Alt+Y+1+A+N	Apply Formatting, None (Planning only)
Alt+Y+1+A+Y	Apply Formatting, Cell styles (Planning only)
Alt+Y+1+A+C	Apply Formatting, Custom styles (Planning only)
Alt+Y+1+A+A	Apply Formatting, Custom and cell styles (Planning only)
Alt+Y+1+Y+4	Approvals (Planning only)
Alt+Y+1+Y+5	Copy Version (Planning only)

## Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 32-bit

**Table 5-2 Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 32-bit (assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+2	Zoom In
Alt+Y+1+Y+2+N	Zoom In, Next Level
Alt+Y+1+Y+2+A	Zoom In, All Levels
Alt+Y+1+Y+2+B	Zoom In, Bottom Level
Alt+Y+1+Y+2+E	Zoom In, Same Level (Essbase only)
Alt+Y+1+Y+2+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+1+Y+2+G	Zoom In, Same Generation (Essbase only)
Alt+Y+1+Y+2+F	Zoom In, Formulas (Essbase only)
Alt+Y+1+Y+3	Zoom Out
Alt+Y+1+Y+4	Pivot
Alt+Y+1+Y+4+P	Pivot, Pivot
Alt+Y+1+Y+4+T	Pivot, Pivot to POV
Alt+Y+1+Y+5	Keep Only
Alt+Y+1+Y+6	Remove Only
Alt+Y+1+Y+7	Member Selection
Alt+Y+1+Y+8	Query

**Table 5-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 32-bit (assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+8+Q	Query, Query Designer
Alt+Y+1+Y+8+R	Query, Run Report
Alt+Y+1+Y+8+E	Query, Execute MDX (Essbase only)
Alt+Y+1+Y+8+D	Query, Data Filter
Alt+Y+1+Y+9	Member Information (Essbase only)
Alt+Y+1+Y+A	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+1+Y+B	Change Alias (Essbase only) (32-bit)
Alt+Y+1+Y+C	Data Perspective (Essbase only)
Alt+Y+1+Y+D	Smart Slice (except Enterprise)
Alt+Y+1+Y+E	Cascade (except Enterprise Ad Hoc)
Alt+Y+1+Y+E+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+E+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+E+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+1+I	Insert Attributes (Oracle Essbase and Oracle Planning and Budgeting Cloud only)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+N	Entity Details (Financial Management only)
Alt+Y+1+T	Create Journal (Financial Management only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+S+B	Submit Data
Alt+Y+1+D+S+W	Submit Data Without Refresh

**Table 5-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 32-bit (assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+D+S+R	Submit Data Range

## Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 64-bit

**Table 5-3 Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 64-bit (assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+5	Zoom In
Alt+Y+1+Y+5+N	Zoom In, Next Level
Alt+Y+1+Y+5+A	Zoom In, All Levels
Alt+Y+1+Y+5+B	Zoom In, Bottom Level
Alt+Y+1+Y+5+E	Zoom In, Same Level (Essbase only)
Alt+Y+1+Y+5+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+1+Y+5+G	Zoom In, Same Generation (Essbase only)
Alt+Y+1+Y+5+F	Zoom In, Formulas (Essbase only)
Alt+Y+1+Y+6	Zoom Out
Alt+Y+1+Y+7	Pivot
Alt+Y+1+Y+7+P	Pivot, Pivot
Alt+Y+1+Y+7+T	Pivot, Pivot to POV
Alt+Y+1+Y+8	Keep Only
Alt+Y+1+Y+9	Remove Only
Alt+Y+1+Y+B	Member Selection
Alt+Y+1+Y+B	Query
Alt+Y+1+Y+B+Q	Query, Query Designer
Alt+Y+1+Y+B+R	Query, Run Report
Alt+Y+1+Y+B+E	Query, Execute MDX (Essbase only)
Alt+Y+1+Y+B+D	Query, Data Filter
Alt+Y+1+Y+C	Member Information (Essbase only)
Alt+Y+1+Y+D	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+1+Y+E	Change Alias (Essbase only)
Alt+Y+1+Y+F	Data Perspective (Essbase only)
Alt+Y+1+Y+G	Smart Slice (except Enterprise)

**Table 5-3 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 64-bit (assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+H	Cascade (except Enterprise Ad Hoc)
Alt+Y+1+Y+H+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+H+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+H+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+N	Entity Details (Financial Management only)
Alt+Y+1+T	Create Journal (Financial Management only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+B	Submit Data

## Oracle Journals Keyboard Equivalents for Excel 2010

**Table 5-4 Oracle Journals Keyboard Equivalents for Excel 2010 (assumes Oracle Journals ribbon is Alt+J)**

Keys	Action
Alt+J+A	Analyze
Alt+J+M	Member Selection
Alt+J+R	Refresh
Alt+J+C	Scan
Alt+J+O	Post
Alt+J+N	Unpost

**Table 5-4 (Cont.) Oracle Journals Keyboard Equivalents for Excel 2010 (assumes Oracle Journals ribbon is Alt+J)**

Keys	Action
Alt+J+U	Submit
Alt+J+I	Unsubmit
Alt+J+V	Approve
Alt+J+J	Reject
Alt+J+T	Status
Alt+J+B	Balance Type
Alt+J+P	Type
Alt+J+G	Group
Alt+J+L	Security Class
Alt+J+E	Edit
Alt+J+S	Save

## Oracle BI EE Ribbon Keyboard Equivalents for Office 2010

**Table 5-5 Oracle BI EE Ribbon Keyboard Equivalents for Office 2010 (assumes Oracle BI EE Ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+2	View Designer
Alt+Y+1+Y+3	Publish View
Alt+Y+1+Y+4	Refresh
Alt+Y+1+Y+5	Edit Prompts
Alt+Y+1+Y+6	Edit Page Prompts
Alt+Y+1+Y+7	Copy
Alt+Y+1+Y+8	Paste
Alt+Y+1+Y+9	Delete
Alt+Y+1+Y+A	Mask Data

## Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010

**Table 5-6 Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y)**

Key	Action
Alt+Y+A+Z	Zoom In

**Table 5-6 (Cont.) Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y)**

Key	Action
Alt+Y+A+Z+N	Zoom In, Next Level
Alt+Y+A+Z+A	Zoom In, All Levels
Alt+Y+A+Z+B	Zoom In, Bottom Level
Alt+Y+A+U	Zoom Out
Alt+Y+A+T	Pivot
Alt+Y+A+T+P	Pivot (between rows and columns, or from page dimension cells to grid)
Alt+Y+A+T+T	Pivot to POV
Alt+Y+A+K	Keep Only
Alt+Y+A+O	Remove Only
Alt+Y+A+I	Member Selection
Alt+Y+A+A	Change Alias
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh (current worksheet)
Alt+Y+D+R+S	Refresh, Refresh All Worksheets
Alt+Y+D+O	POV (displays the POV toolbar)
Alt+Y+D+Z	Visualize
Alt+Y+D+Z+E	Visualize in Excel

## Enterprise Performance Reporting Keyboard Shortcuts for Word and PowerPoint 2010

**Table 5-7 Enterprise Performance Reporting Keyboard Shortcuts for Word and PowerPoint 2010 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y+2)**

Key	Action
Author Ribbon	Author Ribbon
Alt+Y+2+C	Check Out
Alt+Y+2+K	Undo Checkout
Alt+Y+2+U	Upload
Alt+Y+2+N	Check In
Alt+Y+2+B	Submit
Alt+Y+2+A	Approve



**Table 5-7 (Cont.) Enterprise Performance Reporting Keyboard Shortcuts for Word and PowerPoint 2010 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y+2)**

<b>Key</b>	<b>Action</b>
Alt+Y+2+J	Reject
Alt+Y+2+E	Embed
Alt+Y+2+R	Refresh
Alt+Y+2+R+D	Refresh, Refresh Data
Alt+Y+2+R+E	Refresh, Refresh Embedded Content
Alt+Y+2+R+M	Refresh, Refresh Document
Alt+Y+2+R+C	Refresh, Refresh Comments
Alt+Y+2+R+A	Refresh, Refresh All
Alt+Y+2+I	Inspect
Alt+Y+2+S	Sync
Alt+Y+2+F	Filter Comments (appears if doclets are restarted)
Alt+Y+2+H	Hide Anchor, Show Anchor (appears if doclets are restarted)
<b>Review Ribbon</b>	<b>Review Ribbon</b>
Alt+Y+2+A	Add New Comment
Alt+Y+2+F	Filter Comments
Alt+Y+2+H	Hide Anchor Show Anchor
Alt+Y+2+L	Mark Review Complete Reopen for Comments
Alt+Y+2+R	Refresh Comments
Alt+Y+2+I	Inspect
Alt+Y+2+S	Sync
<b>Sign Off Ribbon</b>	<b>Sign Off Ribbon</b>
Alt+Y+2+O	Sign Off
Alt+Y+2+R	Reject Sign Off
Alt+Y+2+I	Inspect
Alt+Y+2+S	Sync



# Office 2013 Data Provider Keyboard Equivalents

The tables in this chapter list ribbon items for Office 2013.

Exceptions are noted in parentheses.

## Data Provider Ribbon Keyboard Equivalents for Excel 2013

**Table 6-1 Data Provider Ribbon Keyboard Equivalents for Excel 2013 (assumes provider ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+2	Analyze (Planning only)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+S	Refresh, Refresh All Worksheets
Alt+Y+1+D+D	Drill-through
Alt+Y+1+A+M	Add Member
Alt+Y+1+D+B	Submit Data
Alt+Y+1+D+A	Cell Actions
Alt+Y+1+D+E	Cell Actions, Comments
Alt+Y+1+D+P	Cell Actions, Supporting Detail (Planning only)
Alt+Y+1+D+T	Cell Actions, Attachment (Planning only)
Alt+Y+1+D+H	Cell Actions, History
Alt+Y+1+D+L	Lock (Planning only)
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+1+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+D+C+C	Calculate, Calculate (HFM and Enterprise only)
Alt+Y+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)

**Table 6-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2013  
(assumes provider ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+1+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+1+Y+C	Consolidate (HFM and Enterprise only)
Alt+Y+1+Y+C+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+1+Y+C+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+1+Y+C+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+1+Y+C+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+1+Y+C+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+1+D+E	Cell Comments
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+U+J	Adjust, Adjust
Alt+Y+1+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+1+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+I	Instructions (Financial Management only)
Alt+Y+1+N	Entity Details (Financial Management only)
Alt+Y+1+T	Create Journal (Financial Management only)
Alt+Y+1+D+M	More (Planning only)
Alt+Y+1+D+M+J	More, Job Console (Planning only)
Alt+Y+1+D+M+M	More, Member Formula (Planning only)
Alt+Y+1+D+M+I	More, Instructions (Planning only)
Alt+Y+1+D+M+F	More, Offline (Planning only)
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)

**Table 6-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2013  
(assumes provider ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+S	Save Formatting (Planning only)
Alt+Y+1+C	Clear Formatting (Planning only)
Alt+Y+1+A	Apply Formatting (Planning only)
Alt+Y+1+A+N	Apply Formatting, None (Planning only)
Alt+Y+1+A+Y	Apply Formatting, Cell styles (Planning only)
Alt+Y+1+A+C	Apply Formatting, Custom styles (Planning only)
Alt+Y+1+A+A	Apply Formatting, Custom and cell styles (Planning only)
Alt+Y+1+Y+3	Approvals (Planning only)
Alt+Y+1+Y+4	Copy Version (Planning only)

## Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

**Table 6-2 Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013  
(assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+2	Zoom In
Alt+Y+1+Y+2+N	Zoom In, Next Level
Alt+Y+1+Y+2+A	Zoom In, All Levels
Alt+Y+1+Y+2+B	Zoom In, Bottom Level
Alt+Y+1+Y+2+E	Zoom In, Same Level (Essbase only)
Alt+Y+1+Y+2+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+1+Y+2+G	Zoom In, Same Generation (Essbase only)
Alt+Y+1+Y+2+F	Zoom In, Formulas (Essbase only)
Alt+Y+1+Y+3	Zoom Out
Alt+Y+1+Y+4	Pivot
Alt+Y+1+Y+4+P	Pivot, Pivot
Alt+Y+1+Y+4+T	Pivot, Pivot to POV
Alt+Y+1+Y+5	Keep Only
Alt+Y+1+Y+6	Remove Only
Alt+Y+1+Y+7	Member Selection
Alt+Y+1+Y+8	Query

**Table 6-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+Y+8+Q	Query, Query Designer
Alt+Y+1+Y+8+R	Query, Run Report
Alt+Y+1+Y+8+E	Query, Execute MDX (Essbase only)
Alt+Y+1+Y+8+D	Query, Data Filter
Alt+Y+1+A+E	Member Information (Essbase only)
Alt+Y+1+Y+9	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+1+Y+A	Change Alias (Essbase only)
Alt+Y+1+A+D	Data Perspective (Essbase only)
Alt+Y+1+Y+B	Smart Slice (except Enterprise)
Alt+Y+1+Y+C	Cascade (except Enterprise Ad Hoc)
Alt+Y+1+Y+C+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+C+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+C+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+1+I	Insert Attributes (Oracle Essbase and Oracle Planning and Budgeting Cloud only)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+Y+D	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+N	Entity Details (Financial Management only)
Alt+Y+1+T	Create Journal (Financial Management only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+S+B	Submit Data
Alt+Y+1+D+S+W	Submit Data Without Refresh

**Table 6-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase or ad hoc ribbon is Alt+Y+1)**

Keys	Action
Alt+Y+1+D+S+R	Submit Data Range

## Oracle Journals Keyboard Equivalents for Excel 2013

**Table 6-3 Oracle Journals Keyboard Equivalents for Excel 2013 (assumes Oracle Journals ribbon is Alt+J)**

Keys	Action
Alt+J+A	Analyze
Alt+J+M	Member Selection
Alt+J+R	Refresh
Alt+J+C	Scan
Alt+J+O	Post
Alt+J+N	Unpost
Alt+J+U	Submit
Alt+J+I	Unsubmit
Alt+J+V	Approve
Alt+J+J	Reject
Alt+J+T	Status
Alt+J+B	Balance Type
Alt+J+P	Type
Alt+J+G	Group
Alt+J+L	Security Class
Alt+J+E	Edit
Alt+J+S	Save

## Oracle BI EE Ribbon Keyboard Equivalents for Office 2013

**Table 6-4 Oracle BI EE Ribbon Keyboard Equivalents for Office 2013 (assumes Oracle BI EE Ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+3	View Designer
Alt+Y+1+Y+4	Publish View
Alt+Y+1+Y+5	Refresh

**Table 6-4 (Cont.) Oracle BI EE Ribbon Keyboard Equivalents for Office 2013  
(assumes Oracle BI EE Ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+6	Edit Prompts
Alt+Y+1+Y+7	Edit Page Prompts
Alt+Y+1+Y+8	Copy
Alt+Y+1+Y+9	Paste
Alt+Y+1+Y+A	Delete
Alt+Y+1+Y+B	Mask Data

## Enterprise Performance Reporting Keyboard Shortcuts for Excel 2013

**Table 6-5 Enterprise Performance Reporting Keyboard Shortcuts for Excel 2013  
(assumes Performance Reporting Ad Hoc Ribbon is Alt+Y)**

Key	Action
Alt+Y+A+Z	Zoom In
Alt+Y+A+Z+N	Zoom In, Next Level
Alt+Y+A+Z+A	Zoom In, All Levels
Alt+Y+A+Z+B	Zoom In, Bottom Level
Alt+Y+A+U	Zoom Out
Alt+Y+A+T	Pivot
Alt+Y+A+T+P	Pivot (between rows and columns, or from page dimension cells to grid)
Alt+Y+A+K	Keep Only
Alt+Y+A+O	Remove Only
Alt+Y+A+I	Member Selection
Alt+Y+A+A	Change Alias
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh (current worksheet)
Alt+Y+D+R+S	Refresh All Worksheets
Alt+Y+D+O	POV (displays the POV toolbar)
Alt+Y+D+Z	Visualize
Alt+Y+D+Z+E	Visualize in Excel



## Enterprise Performance Reporting Keyboard Shortcuts for Word, PowerPoint, and Excel 2013

**Table 6-6 Enterprise Performance Reporting Keyboard Shortcuts for Word, PowerPoint, and Excel 2013 (assumes Performance Reporting Ribbon is Alt+Y+2)**

Key	Action
<b>Author ribbon</b>	<b>Author ribbon</b>
Alt+Y+2+C	Check Out
Alt+Y+2+K	Undo Checkout
Alt+Y+2+U	Upload
Alt+Y+2+N	Check In
Alt+Y+2+B	Submit
Alt+Y+2+A	Approve
Alt+Y+2+J	Reject
Alt+Y+2+F	Filter Comments (appears if doclets are restarted)
Alt+Y+2+H	Hide Anchor, Show Anchor (appears if doclets are restarted)
Alt+Y+2+E	Embed
Alt+Y+2+R	Refresh
Alt+Y+2+R+D	Refresh, Refresh Data
Alt+Y+2+R+E	Refresh, Refresh Embedded Content
Alt+Y+2+R+M	Refresh, Refresh Documents
Alt+Y+2+R+C	Refresh, Refresh Comments
Alt+Y+2+R+A	Refresh, Refresh All
Alt+Y+2+I	Inspect
Alt+Y+2+S	Sync
<b>Review Ribbon</b>	<b>Review Ribbon</b>
Alt+Y+2+A	Add New Filter
Alt+Y+2+F	Filter Comments
Alt+Y+2+H	Hide Anchor, Show Anchor
Alt+Y+2+L	Mark Review Complete
Alt+Y+2+C	Refresh Comments
Alt+Y+2+I	Inspect
Alt+Y+2+S	Sync

**Table 6-6 (Cont.) Enterprise Performance Reporting Keyboard Shortcuts for Word, PowerPoint, and Excel 2013 (assumes Performance Reporting Ribbon is Alt+Y+2)**

Key	Action
<b>Sign Off Ribbon</b>	<b>Sign Off Ribbon</b>
Alt+Y+2+O	Sign Off
Alt+Y+2+R	Reject Sign Off
Alt+Y+2+I	Inspect
Alt+Y+2+S	Sync

# Office 2016 Data Provider Keyboard Equivalents

The tables in this chapter list ribbon items for Office 2016.

Exceptions are noted in parentheses.

## Data Provider Ribbon Keyboard Equivalents for Excel 2016

**Table 7-1 Data Provider Ribbon Keyboard Equivalents for Excel 2016 (assumes provider ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+Y+3	Analyze (Planning only)
Alt+Y+2+D+R	Refresh
Alt+Y+2+D+R+R	Refresh, Refresh
Alt+Y+2+D+R+S	Refresh, Refresh All Worksheets
Alt+Y+2+Y+4	POV (Planning only)
Alt+Y+2+D+O	POV (HFM only)
Alt+Y+2+D+D	Drill-through
Alt+Y+2+A+M	Add Member
Alt+Y+2+D+B	Submit Data
Alt+Y+2+D+A	Cell Actions (Planning only)
Alt+Y+2+D+A+E	Cell Actions, Comments (Planning only)
Alt+Y+2+D+A+P	Cell Actions, Supporting Detail (Planning only)
Alt+Y+2+D+A+T	Cell Actions, Attachment (Planning only)
Alt+Y+2+D+A+H	Cell Actions, History
Alt+Y+2+D+L	Lock (Planning only)
Alt+Y+2+D+C	Calculate
Alt+Y+2+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+2+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+2+D+C+C	Calculate, Calculate (HFM and Enterprise only)

**Table 7-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2016  
(assumes provider ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)
Alt+Y+2+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+2+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+2+D+C	Consolidate (HFM and Enterprise only)
Alt+Y+2+D+C+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+2+Y+C+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+2+Y+C+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+2+Y+C+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+2+Y+C+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+2+D+E	Cell Comments (HFM only)
Alt+Y+2+D+U	Adjust
Alt+Y+2+D+U+J	Adjust, Adjust (Planning only)
Alt+Y+2+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+2+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+2+D+D	Drill-through
Alt+Y+2+I	Instructions (HFM only)
Alt+Y+2+N	Entity Details (HFM only)
Alt+Y+2+T	Create Journal (HFM only)
Alt+Y+2+D+M	More (Planning only)
Alt+Y+2+D+M+J	More, Job Console (Planning only)
Alt+Y+2+D+M+M	More, Member Formula (Planning only)
Alt+Y+2+D+M+I	More, Instructions (Planning only)
Alt+Y+2+D+M+F	More, Offline (Planning only)
Alt+Y+2+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+2+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)

**Table 7-1 (Cont.) Data Provider Ribbon Keyboard Equivalents for Excel 2016  
(assumes provider ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+2+S	Save Formatting (Planning only)
Alt+Y+2+C	Clear Formatting (Planning only)
Alt+Y+2+A	Apply Formatting (Planning only)
Alt+Y+2+A+N	Apply Formatting, None (Planning only)
Alt+Y+2+A+Y	Apply Formatting, Cell styles (Planning only)
Alt+Y+2+A+C	Apply Formatting, Custom styles (Planning only)
Alt+Y+2+A+A	Apply Formatting, Custom and cell styles (Planning only)
Alt+Y+2+Y+5	Approvals (Planning only)
Alt+Y+2+Y+6	Copy Version (Planning only)

## Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

**Table 7-2 Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2016  
(assumes Essbase or ad hoc ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+A+Z	Zoom In (Essbase and HFM)
Alt+Y+2+Y+3	Zoom in (Planning)
Alt+Y+2+A+Z+N	Zoom In, Next Level (Essbase and HFM)
Alt+Y+2+Y+3+N	Zoom In, Next Level (Planning)
Alt+Y+2+A+Z+A	Zoom In, All Levels (Essbase and HFM)
Alt+Y+2+Y+3+A	Zoom In, All Levels (Planning)
Alt+Y+2+A+Z+B	Zoom In, Bottom Level (Essbase and HFM)
Alt+Y+2+Y+3+B	Zoom In, Bottom Level (Planning)
Alt+Y+2+A+Z+E	Zoom In, Same Level (Essbase only)
Alt+Y+2+A+Z+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+2+A+Z+G	Zoom In, Same Generation (Essbase only)
Alt+Y+2+A+Z+F	Zoom In, Formulas (Essbase only)
Alt+Y+2+A+U	Zoom Out (Essbase and HFM)
Alt+Y+2+Y+4	Zoom Out (Planning)

**Table 7-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Essbase or ad hoc ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+A+T	Pivot (Essbase and HFM)
Alt+Y+2+Y+5	Pivot (Planning)
Alt+Y+2+A+T+P	Pivot, Pivot (Essbase and HFM)
Alt+Y+2+Y+5+P	Pivot, Pivot (Planning)
Alt+Y+2+A+T+T	Pivot, Pivot to POV (Essbase and HFM)
Alt+Y+2+Y+5+T	Pivot, Pivot to POV (Planning)
Alt+Y+2+A+K	Keep Only (Essbase and HFM)
Alt+Y+2+Y+6	Keep Only (Planning)
Alt+Y+2+A+O	Remove Only (Essbase and HFM)
Alt+Y+2+Y+7	Remove Only (Planning)
Alt+Y+2+Y+7	Member Selection
Alt+Y+2+A+Q	Query (Essbase and HFM)
Alt+Y+2+Y+9	Query (Planning)
Alt+Y+2+A+Q+Q	Query, Query Designer (Essbase and HFM)
Alt+Y+2+Y+9+Q	Query, Query Designer (Planning)
Alt+Y+2+A+Q+R	Query, Run Report (Essbase and HFM)
Alt+Y+2+Y+9+R	Query, Run Report (Planning)
Alt+Y+2+A+Q+E	Query, Execute MDX (Essbase only)
Alt+Y+2+A+Q+D	Query, Data Filter (Essbase and HFM)
Alt+Y+2+Y+9+D	Query, Data Filter (Planning)
Alt+Y+2+A+E	Member Information (Essbase and HFM)
Alt+Y+2+A+P	Preserve Format (Essbase)
Alt+Y+2+Y+A	Preserve Format (Planning)
Alt+Y+2+A+A	Change Alias (Essbase)
Alt+Y+2+Y+B	Change Alias (Planning)
Alt+Y+2+A+D	Data Perspective (Essbase only)
Alt+Y+2+A+S	Smart Slice (Essbase and HFM)
Alt+Y+2+Y+C	Smart Slice (Planning)
Alt+Y+2+Y+D	Save Ad Hoc Grid (Planning)
Alt+Y+2+Y+E	Save As Smart Form (Planning)
Alt+Y+2+A+C	Cascade (Essbase and HFM)

**Table 7-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Essbase or ad hoc ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+Y+F	Cascade (Planning)
Alt+Y+2+A+C+S	Cascade, Same Workbook (Essbase and HFM)
Alt+Y+2+Y+F+S	Cascade, Same Workbook (Planning)
Alt+Y+2+A+C+N	Cascade, New Workbook (Essbase and HFM)
Alt+Y+2+Y+F+N	Cascade, New Workbook (Planning)
Alt+Y+2+A+C+D	Cascade, Different Workbooks (Essbase and HFM)
Alt+Y+2+Y+F+D	Cascade, Different Workbooks (Planning)
Alt+Y+2+I	Insert Attributes (Oracle Essbase and Oracle Planning and Budgeting Cloud only)
Alt+Y+2+D+R	Refresh
Alt+Y+2+D+R+R	Refresh, Refresh
Alt+Y+2+D+R+S	Refresh, Refresh All Worksheets
Alt+Y+2+D+O	POV (Essbase)
Alt+Y+2+Y+G	POV (Planning)
Alt+Y+2+Y+3	POV (HFM)
Alt+Y+2+D+A	Cell Actions (Planning)
Alt+Y+2+D+A+E	Cell Actions, Comments (Planning)
Alt+Y+2+D+A+P	Cell Actions, Supporting Details (Planning)
Alt+Y+2+D+A+T	Cell Actions, Attachment (Planning)
Alt+Y+2+D+A+H	Cell Actions, History (Planning)
Alt+Y+2+D+W	View Comments (Essbase only)
Alt+Y+2+D+C	Calculate
Alt+Y+2+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+2+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+2+D+C+C	Calculate, Calculate (HFM only)
Alt+Y+2+D+C+F	Calculate, Force Calculate (HFM only)
Alt+Y+2+D+C+T	Calculate, Translate (HFM only)
Alt+Y+2+D+C+R	Calculate, Force Translate (HFM only)
Alt+Y+2+Y+4	Consolidate (HFM only)
Alt+Y+2+Y+4+N	Consolidate, Consolidate (HFM only)

**Table 7-2 (Cont.) Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Essbase or ad hoc ribbon is Alt+Y+2)**

Keys	Action
Alt+Y+2+Y+4+S	Consolidate, Consolidate All (HFM only)
Alt+Y+2+Y+4+L	Consolidate, Consolidate All With Data (HFM only)
Alt+Y+2+Y+4+A	Consolidate, Calculate Contribution (HFM only)
Alt+Y+2+Y+4+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+2+D+Z	Visualize
Alt+Y+2+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+2+N	Entity Details (HFM only)
Alt+Y+2+T	Create Journal (HFM only)
Alt+Y+2+D+D	Drill-through
Alt+Y+2+J	Linked Objects (Essbase only)
Alt+Y+2+D+U	Adjust
Alt+Y+2+D+U+J	Adjust, Adjust (Planning)
Alt+Y+2+D+U+G	Adjust, Grid Spread (Planning)
Alt+Y+2+D+U+A	Adjust, Mass Allocate (Planning)
Alt+Y+2+D+S+B	Submit Data
Alt+Y+2+D+S+W	Submit Data Without Refresh
Alt+Y+2+D+S+R	Submit Data Range
Alt+Y+2+D+M	More (Planning)
Alt+Y+2+Y+H	Approvals (Planning)
Alt+Y+2+Y+I	Copy Version (Planning)

## Oracle Journals Keyboard Equivalents for Excel 2016

**Table 7-3 Oracle Journals Keyboard Equivalents for Excel 2016 (assumes Oracle Journals ribbon is Alt+J)**

Keys	Action
Alt+J+A	Analyze
Alt+J+M	Member Selection
Alt+J+R	Refresh
Alt+J+C	Scan



**Table 7-3 (Cont.) Oracle Journals Keyboard Equivalents for Excel 2016 (assumes Oracle Journals ribbon is Alt+J)**

Keys	Action
Alt+J+O	Post
Alt+J+N	Unpost
Alt+J+U	Submit
Alt+J+I	Unsubmit
Alt+J+V	Approve
Alt+J+J	Reject
Alt+J+T	Status
Alt+J+B	Balance Type
Alt+J+P	Type
Alt+J+G	Group
Alt+J+L	Security Class
Alt+J+E	Edit
Alt+J+S	Save

## Oracle BI EE Ribbon Keyboard Equivalents for Office 2016

**Table 7-4 Oracle BI EE Ribbon Keyboard Equivalents for Excel 2016 (assumes Oracle BI EE Ribbon is Alt+Y+2)**

Key	Action
Alt+Y+2+Y+3	View Designer
Alt+Y+2+Y+4	Publish View
Alt+Y+2+Y+5	Refresh
Alt+Y+2+Y+5+R	Refresh, Refresh
Alt+Y+2+Y+5+W	Refresh, Refresh Workbook Data
Alt+Y+2+Y+6	Edit Prompts
Alt+Y+2+Y+7	Edit Page Prompts
Alt+Y+2+Y+8	Copy
Alt+Y+2+Y+9	Paste
Alt+Y+2+Y+A	Delete
Alt+Y+2+Y+B	Mask Data
Alt+Y+2+Y+B+M	Mask Data, Mask Data
Alt+Y+2+Y+B+W	Mask Data, Mask Workbook Data

**Table 7-5 Oracle BI EE Ribbon Keyboard Equivalents for Word 2016 (assumes Oracle BI EE Ribbon is Alt+Y+3)**

Key	Action
Alt+Y+3+Y+4	View Designer
Alt+Y+3+Y+5	Publish View
Alt+Y+3+Y+R	Refresh
Alt+Y+3+Y+6	Edit Prompts
Alt+Y+3+Y+7	Edit Page Prompts
Alt+Y+3+Y+8	Copy
Alt+Y+3+Y+9	Paste
Alt+Y+3+Y+A	Delete
Alt+Y+3+Y+M	Mask Data

**Table 7-6 Oracle BI EE Ribbon Keyboard Equivalents for PowerPoint 2016 (assumes Oracle BI EE Ribbon is Alt+Y+3)**

Key	Action
Alt+Y+3+Y+4	View Designer
Alt+Y+3+Y+5	Publish View
Alt+Y+3+Y+6	Refresh
Alt+Y+3+Y+6+R	Refresh, Refresh
Alt+Y+3+Y+6+W	Refresh, Refresh Workbook Data
Alt+Y+3+Y+7	Edit Prompts
Alt+Y+3+Y+8	Edit Page Prompts
Alt+Y+3+Y+9	Copy
Alt+Y+3+Y+A	Paste
Alt+Y+3+Y+B	Delete
Alt+Y+3+Y+C	Mask Data
Alt+Y+3+Y+C+M	Mask Data, Mask Data
Alt+Y+3+Y+C+P	Mask Data, Mask Presentation Data

## Enterprise Performance Reporting Keyboard Shortcuts for Excel 2016

**Table 7-7 Enterprise Performance Reporting Keyboard Shortcuts for Excel 2016 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y+2)**

Key	Action
Alt+Y+2+A+Z	Zoom In

**Table 7-7 (Cont.) Enterprise Performance Reporting Keyboard Shortcuts for Excel 2016 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y+2)**

Key	Action
Alt+Y+2+A+Z+N	Zoom In, Next Level
Alt+Y+2+A+Z+A	Zoom In, All Levels
Alt+Y+2+A+Z+B	Zoom In, Bottom Level
Alt+Y+2+A+U	Zoom Out
Alt+Y+2+A+T	Pivot
Alt+Y+2+A+T+P	Pivot (between rows and columns, or from page dimension cells to grid)
Alt+Y+2+A+T+T	Pivot To POV
Alt+Y+2+A+K	Keep Only
Alt+Y+2+A+O	Remove Only
Alt+Y+2+A+I	Member Selection
Alt+Y+2+A+A	Change Alias
Alt+Y+2+D+R	Refresh
Alt+Y+2+D+R+R	Refresh, Refresh (current worksheet)
Alt+Y+2+D+R+S	Refresh All Worksheets
Alt+Y+2+D+O	POV (displays the POV toolbar)
Alt+Y+2+D+Z	Visualize
Alt+Y+2+D+Z+E	Visualize in Excel

## Enterprise Performance Reporting Keyboard Shortcuts for Word, PowerPoint, and Excel 2016

**Table 7-8 Enterprise Performance Reporting Keyboard Shortcuts for Word and PowerPoint 2016 (assumes Performance Reporting Ribbon is Alt+Y+3)**

Key	Action
Author ribbon	Author ribbon
Alt+Y+3+C	Check Out
Alt+Y+3+K	Undo Checkout
Alt+Y+3+U	Upload
Alt+Y+3+N	Check In
Alt+Y+3+B	Submit
Alt+Y+3+A	Approve

**Table 7-8 (Cont.) Enterprise Performance Reporting Keyboard Shortcuts for Word and PowerPoint 2016 (assumes Performance Reporting Ribbon is Alt+Y+3)**

<b>Key</b>	<b>Action</b>
Alt+Y+3+J	Reject
Alt+Y+3+E	Embed
Alt+Y+3+R	Refresh
Alt+Y+3+R+D	Refresh, Refresh Data
Alt+Y+3+R+E	Refresh, Refresh Embedded Content
Alt+Y+3+R+M	Refresh, Refresh Document
Alt+Y+3+R+C	Refresh, Refresh Comments
Alt+Y+3+R+A	Refresh, Refresh All
Alt+Y+3+I	Inspect
Alt+Y+3+S	Sync
Alt+Y+3+F	Filter Comments (appears if doclets are restarted)
Alt+Y+3+H	Hide Anchor, Show Anchor (appears if doclets are restarted)
<b>Review Ribbon</b>	<b>Review Ribbon</b>
Alt+Y+3+A	Add New Comment
Alt+Y+3+F	Filter Comments
Alt+Y+3+H	Hide Anchor Show Anchor
Alt+Y+3+L	Mark Review Complete Reopen for Comments
Alt+Y+3+C	Refresh Comments
Alt+Y+3+I	Inspect
Alt+Y+3+S	Sync
<b>Sign Off Ribbon</b>	<b>Sign Off Ribbon</b>
Alt+Y+3+O	Sign Off
Alt+Y+3+R	Reject Sign Off
Alt+Y+3+I	Inspect
Alt+Y+3+S	Sync

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## Smart View Panel Navigation

Table 1 displays the keys for navigating in the Smart View Panel.

**Table 8-1 Smart View Panel Navigation**

Keys	Action
Alt+S+P	Launch the Smart View Panel
F6	Switch between Smart View and Office components
Tab	Scroll through Smart View Panel
Up and down arrow keys	Scroll through items in tree view
Left and right arrow keys	In toolbars, move through buttons In tree views, expand or collapse a node
Alt+tab	Move from tree view to Action Panel
Alt+down arrow	Open the drop-down menu
Up and down arrow keys	Scroll through drop-down list
Enter	Select an item in the drop-down menu
Escape	Cancel selection

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## Smart Query Panel Navigation

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**Table 9-1** *Smart Query Panel Navigation*

Keys	Action
F6	Switch between Smart Query and Office components
Ctl+Enter	Set focus from a dimension down to its properties
Ctl+X and Ctl+V	Move dimensions between axes (select dimension, Ctl+X to cut dimension, Tab to target dimension, then Ctl+V to paste dimension)

---



## Smart Query Ribbon Keyboard Equivalents

The tables in this chapter list ribbon items for the Smart Query ribbon.

Exceptions are noted in parentheses.

### Smart Query Ribbon Keyboard Equivalents for Office 2007

**Table 10-1 Smart Query Ribbon Keyboard Equivalents for Office 2007 (assumes Smart Query ribbon is Alt+Y)**

Key	Action
Alt+Y+Y+0+1	Analyze
Alt+Y+Y+0+2	Designer Panel
Alt+Y+Y+0+3	Copy
Alt+Y+Y+0+4	Paste
Alt+Y+Y+0+5	Save
Alt+Y+Y+0+6	Open
Alt+Y+Y+0+7	Refresh
Alt+Y+Y+0+8	Automatic Refresh
Alt+Y+Y+0+9	Change Alias
Alt+Y+1+Y+B, Down arrow key once + Enter	Change Alias, None
Alt+Y+1+Y+B, Down arrow key twice + Enter	Change Alias, More Alias Tables
Alt+Y+Y+1+0	Indentation
Alt+Y+Y+1+1	Show Distinct Member Names
Alt+Y+Y+1+2	Suppress Rows with No Data

### Smart Query Ribbon Keyboard Equivalents for Office 2010

**Table 10-2 Smart Query Ribbon Keyboard Equivalents for Office 2010 (assumes Smart Query ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+3	Analyze
Alt+Y+1+Y+4	Designer Panel

**Table 10-2 (Cont.) Smart Query Ribbon Keyboard Equivalents for Office 2010 (assumes Smart Query ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+5	Copy
Alt+Y+1+Y+6	Paste
Alt+Y+1+Y+7	Save
Alt+Y+1+Y+8	Open
Alt+Y+1+Y+9	Refresh
Alt+Y+1+Y+A	Automatic Refresh
Alt+Y+1+Y+B	Change Alias
Alt+Y+1+Y+B, Down arrow key once + Enter	Change Alias, None
Alt+Y+1+Y+B, Down arrow key twice + Enter	Change Alias, More Alias Tables
Alt+Y+1+Y+C	Indentation
Alt+Y+1+Y+D	Show Distinct Member Names
Alt+Y+1+Y+E	Suppress Rows with No Data

## Smart Query Ribbon Keyboard Equivalents for Office 2013

**Table 10-3 Smart Query Ribbon Keyboard Equivalents for Office 2013 (assumes Smart Query ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+2	Analyze
Alt+Y+1+Y+3	Designer Panel
Alt+Y+1+Y+4	Copy
Alt+Y+1+Y+5	Paste
Alt+Y+1+Y+6	Save
Alt+Y+1+Y+7	Open
Alt+Y+1+Y+8	Refresh
Alt+Y+1+Y+A	Automatic Refresh
Alt+Y+1+Y+B	Change Alias
Alt+Y+1+Y+B, Down arrow key once + Enter	Change Alias, None
Alt+Y+1+Y+B, Down arrow key twice + Enter	Change Alias, More Alias Tables
Alt+Y+1+Y+C	Indentation
Alt+Y+1+Y+D	Show Distinct Member Names

**Table 10-3 (Cont.) Smart Query Ribbon Keyboard Equivalents for Office 2013**  
**(assumes Smart Query ribbon is Alt+Y+1)**

Key	Action
Alt+Y+1+Y+E	Suppress Rows with No Data

## Smart Query Ribbon Keyboard Equivalents for Office 2016

**Table 10-4 Smart Query Ribbon Keyboard Equivalents for Office 2016 (assumes Smart Query ribbon is Alt+Y+2)**

Key	Action
Alt+Y+2+Y+3	Analyze
Alt+Y+2+Y+4	Designer Panel
Alt+Y+2+Y+5	Copy
Alt+Y+2+Y+6	Paste
Alt+Y+2+Y+6	Save
Alt+Y+2+Y+8	Open
Alt+Y+2+Y+9	Refresh
Alt+Y+2+Y+A	Automatic Refresh
Alt+Y+2+Y+B	Change Alias
Alt+Y+2+Y+B, Down arrow key once + Enter	Change Alias, None
Alt+Y+2+Y+B, Down arrow key twice + Enter	Change Alias, More Alias Tables
Alt+Y+2+Y+C	Indentation
Alt+Y+2+Y+D	Show Distinct Member Names
Alt+Y+2+Y+E	Suppress Rows with No Data



---

## Installing and Configuring Help Locally

After installing Oracle Smart View for Office, the online help is retrieved from a URL hosted on the Oracle.com web site. This is the default behavior for Smart View, and no changes are required by users to launch help.

However, you may require that the help be installed locally for Section 508 accessibility purposes. To accommodate this, help must be downloaded from My Oracle Support and placed on a local drive, and the Smart View `properties.xml` file must be modified..

To install and configure Smart View help locally:

1. Obtain the help zip file for this release from My Oracle Support.
2. Extract the contents of the patch zip file to a local folder on the computer where Smart View is installed.

For example, extract the contents locally to:

```
C:\Oracle\SmartView\
```

Under the `smartview_help` folder, there are 28 language folders; for example:

```
C:\Oracle\SmartView
    \smartview_help
        \ar
        \cs
        \da
        \de
        \el
        \en
        \es
        \fi
        \fr
        \fr_CA
        \he
        \hu
        \it
        \ja
        \ko
        \nl
        \no
        \pl
        \pt
        \pt_BR
        \ro
        \ru
        \sk
        \sv
        \th
        \tr
```

---

\zh\_CN  
\zh\_TW

The following language folders contain translated versions of the Smart View help:

\de  
\es  
\fr  
\it  
\ja  
\ko  
\nl  
\pt\_BR  
\zh\_CN  
\zh\_TW

The remaining language folders contain the English version of the help. When you run Smart View in one of those languages (for example, Swedish) and you click a button for Help, the English help is displayed.

Additionally, the English folder contains a copy of the help in PDF format, `smartview_user.pdf`.

3. Modify the `helpurlcontext` property in the Smart View `properties.xml` file:
  - a. In your Smart View installation, navigate to the `SmartView\cfg` folder.
  - b. Make a backup copy of the original `properties.xml` file.
  - c. Open `properties.xml` for editing.
  - d. Modify the `helpurlcontext` property, providing the path to the folder that is parent to the language folders, providing the path to the folder that is parent to the language folders using the following syntax:

```
<helpurlcontext>file:///parent_language_folder_path/</helpurlcontext>
```

**Tip:**

Use forward slashes in the syntax and ensure that you enter a final forward slash (/) after the parent language folder path that you provide.

Using the example from [2](#), after extracting the zip contents to `C:\Oracle\SmartView`, the `smartview_help` folder is the parent folder of the language folders. Thus, you would modify the *parent\_language\_folder\_path* placeholder as follows:

```
<helpurlcontext>file:///C:/Oracle/SmartView/smartview_help/</helpurlcontext>
```

4. Restart your Microsoft Office applications and access the help from the Smart View ribbon.
5. Repeat this procedure for each computer that requires Smart View local help.