# Oracle® Smart View for Office

## Accessibility Guide

Release 11.1.2.5.700
E88793-01
August 2017

ORACLE

Oracle Smart View for Office Accessibility Guide, Release 11.1.2.5.700

E88793-01

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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**

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit 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.

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YouTube - https://www.youtube.com/user/EvolvingBI

1

# 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*.

> **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.

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 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.

# 2 Enabling Accessibility for Smart View

**Related Links:**

About Enabling Accessibility for Smart View

Working with JAWS

Enabling JAWS to Read ListView Headers

### About 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.

### Working with JAWS

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

ListViews display information in a table format within the Smart View 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.

3

# Smart View Ribbon Keyboard Equivalents

**Related Topics:**

- Smart View Ribbon Keyboard Equivalents for Excel 2007
- Smart View Ribbon Keyboard Equivalents for Excel 2010
- Smart View Ribbon Keyboard Equivalents for Excel 2013
- Smart View Ribbon Keyboard Equivalents for Excel 2016
- Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007
- Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010
- Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2013
- Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2016

## Smart View Ribbon Keyboard Equivalents for Excel 2007

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

Exceptions are noted in parentheses.

**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 |

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

| Keys | Action |
|---|---|
| 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+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 |

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

| Keys | Action |
|---|---|
| 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 |

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

| Keys | Action |
|---|---|
| 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+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<br>Alt+S+Y+4, when connected to data source | Start Diagnostics; Stop Diagnostics |
| Alt+S+Y+4, if not connected to data source<br>Alt+S+Y+5, when connected to data source | Clear Diagnostics Folder |
| Alt+S+Y+5, if not connected to data source<br>Alt+S+Y+6, when connected to data source | Take Screenshot |
| Alt+S+Y+6, if not connected to data source<br>Alt+S+Y+7, when connected to data source | Create Archive |
| Alt+S+Y+7, if not connected to data source<br>Alt+S+Y+8, when connected to data source | Diagnostics Options |
| Alt+S+Y+8, if not connected to data source<br>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 |
| 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 |

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

| Keys | Action |
|---|---|
| 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+Y+3, if not connected to data source<br>Alt+S+Y+4, when connected to data source | Start Diagnostics; Stop Diagnostics |
| Alt+S+Y+4, if not connected to data source<br>Alt+S+Y+5, when connected to data source | Clear Diagnostics Folder |
| Alt+S+Y+5, if not connected to data source<br>Alt+S+Y+6, when connected to data source | Take Screenshot |
| Alt+S+Y+6, if not connected to data source<br>Alt+S+Y+7, when connected to data source | Create Archive |
| Alt+S+Y+7, if not connected to data source<br>Alt+S+Y+8 | Diagnostics Options |
| Alt+S+Y+8, if not connected to data source<br>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 |

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

| Keys | Action |
|---|---|
| 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+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 |

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

| Keys | Action |
|---|---|
| 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+4, if not connected to data source<br>Alt+S+Y+5, when connected to data source | Start Diagnostics; Stop Diagnostics |
| Alt+S+Y+5, if not connected to data source<br>Alt+S+Y+6, when connected to data source | Clear Diagnostics Folder |
| Alt+S+Y+6, if not connected to data source<br>Alt+S+Y+7 when connected to data source | Take Screenshot |
| Alt+S+Y+7, if not connected to data source<br>Alt+S+Y+8, when connected to data source | Create Archive |
| Alt+S+Y+8, if not connected to data source<br>Alt+S+Y+9 | Diagnostics Options |
| Alt+S+Y+9, if not connected to data source<br>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 |

**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+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 |
| 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 |
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| Alt+S+2+H+Z | Help, About |
| Alt+S+I | Import Metadata (PowerPoint) |
| 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

**Table 3-6 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 (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 |
| 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) |
| 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) |

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

| Keys | Action |
|---|---|
| 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) |
| 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 2013

**Table 3-7 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 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 |
| 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 |

**Table 3-7 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2013 (assumes Smart View ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| 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) |
| 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) |
| 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) |
| 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 3-8 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) |
| Alt+Y+2+Y+6+S | Refresh, Refresh All Slides (PowerPoint) |
| 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 |
| 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) |

**Table 3-8 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2016 (assumes Smart View ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| 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 |

4

# Office 2007 Data Provider Keyboard Equivalents

**Related Topics:**

- Planning Ribbon Keyboard Equivalents for Excel 2007
- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2007
- Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2007
- FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2007
- FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007
- TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2007
- TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007
- Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2007
- Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2007
- Essbase Ribbon Keyboard Equivalents for Excel 2007
- Oracle BI EE Ribbon Keyboard Equivalents for Office 2007
- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010
- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007
- Oracle Journals Ribbon Keyboard Equivalents for Excel 2007

## Planning Ribbon Keyboard Equivalents for Excel 2007

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

| Keys | Action |
|---|---|
| Alt+Y+Y | Analyze |
| Alt+Y+D+R | Refresh |
| Alt+Y+D+R+R | Refresh, Refresh |
| Alt+Y+D+R+S | Refresh, Refresh All Worksheets |

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

| Keys | Action |
|---|---|
| Alt+Y+D+O | Display or Hide POV |
| Alt+Y+D+A | Cell Actions |
| Alt+Y+D+A+E | Cell Actions, Comments |
| Alt+Y+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+D+A+T | Cell Actions, Attachment |
| Alt+Y+D+A+H | Cell Actions, History |
| Alt+Y+D+L | Lock |
| Alt+Y+D+C | Calculate |
| Alt+Y+D+C+B | Calculate, Business Rules |
| Alt+Y+D+C+U | Calculate, Rules on Form |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+U+J | Adjust, Adjust |
| Alt+Y+D+U+G | Adjust, Grid Spread |
| Alt+Y+D+U+A | Adjust, Mass Allocate |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+B | Submit Data |
| Alt+Y+D+M | More |
| Alt+Y+D+M+J | More, Job Console |
| Alt+Y+D+M+M | More, Member Formula |
| Alt+Y+D+M+I | More, Instructions |
| Alt+Y+D+M+F | More, Offline (Planning on-premise only) |
| Alt+Y+D+M+F+T | More, Offline, Take Offline (Planning on-premise only) |
| Alt+Y+D+M+F+Y | More, Offline, Sync Back to Server (Planning on-premise only) |
| Alt+Y+D+M+F+R | More, Offline, Refresh Offline Definition (Planning on-premise only) |
| Alt+Y+S | Save Formatting |
| Alt+Y+C | Clear Formatting |
| Alt+Y+A | Apply Formatting |
| Alt+Y+A+N | Apply Formatting, None |
| Alt+Y+A+Y | Apply Formatting, Cell styles |

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

| Keys | Action |
|---|---|
| Alt+Y+A+C | Apply Formatting, Custom styles |
| Alt+Y+A+A | Apply Formatting, Custom and cell styles |
| Alt+Y+W+P | Approvals |
| Alt+Y+W+V | Copy Version |

# Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

**Table 4-2 Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes Planning 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, 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 |
| Alt+Y+A+Q+D | Query, Data Filter |
| Alt+Y+A+P | Preserve Format |
| Alt+Y+A+A | Change Alias |
| Alt+Y+A+S+1 | Smart Slice |
| Alt+Y+A+S+2 | Save Ad Hoc Grid |
| Alt+Y+A+1 | Save As Smart Form |

**Table 4-2 (Cont.) Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes Planning Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+A+C | Cascade |
| Alt+Y+A+C+S | Cascade, Same Workbook |
| Alt+Y+A+C+N | Cascade, New Workbook |
| Alt+Y+A+C+D | Cascade, Different Workbooks |
| Alt+Y+I | Insert Attributes |
| Alt+Y+D+R | Refresh |
| Alt+Y+D+R+R | Refresh, Refresh |
| Alt+Y+D+R+A | Refresh, Refresh All |
| Alt+Y+D+O | Display or Hide POV |
| Alt+Y+D+A | Cell Actions |
| Alt+Y+D+A+E | Cell Actions, Comments |
| Alt+Y+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+D+A+T | Cell Actions, Attachment |
| Alt+Y+D+A+H | Cell Actions, History |
| Alt+Y+D+C | Calculate |
| Alt+Y+D+C+B | Calculate, Business Rules |
| Alt+Y+D+C+U | Calculate, Rules on Form |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+U+J | Adjust, Adjust |
| Alt+Y+D+U+G | Adjust, Grid Spread |
| Alt+Y+D+U+A | Adjust, Mass Allocate |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+Z | Visualize |
| Alt+Y+D+S | Submit Data |
| Alt+Y+D+S+B | Submit Data, Submit Data |
| Alt+Y+D+S+W | Submit Data Without Refresh |
| Alt+Y+D+S+R | Submit Data Range |
| Alt+Y+W+P | Workflow Approvals |
| Alt+Y+W+V | Workflow Copy Version |

# Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2007

**Table 4-3 Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2007 (assumes Essbase ribbon for Oracle Profitability and Cost Management Cloud 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 |
| Alt+Y+A+Z+L | Zoom In, Sibling Level |
| Alt+Y+A+Z+G | Zoom In, Same Generation |
| Alt+Y+A+Z+F | Zoom In, Formulas |
| 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 |
| Alt+Y+A+Q+E | Query, Execute MDX |
| Alt+Y+A+Q+D | Query, Data Filter |
| Alt+Y+A+E | Member Information |
| Alt+Y+A+P | Preserve Format |
| Alt+Y+A+A | Change Alias |
| Alt+Y+A+D | Data Perspective |
| Alt+Y+A+S | Smart Slice |
| Alt+Y+A+C | Cascade |
| Alt+Y+A+C+S | Cascade, Same Workbook |

**Table 4-3 (Cont.) Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2007 (assumes Essbase ribbon for Oracle Profitability and Cost Management Cloud is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+A+C+N | Cascade, New Workbook |
| Alt+Y+A+C+D | Cascade, Different Workbooks |
| Alt+Y+I | Insert Attributes |
| 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 |
| Alt+Y+D+Z+E | Visualize, Visualize in Excel |
| Alt+Y+D+D | Drill-through |
| Alt+Y+J | Linked Objects |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+S | Submit Data |
| Alt+Y+D+S+B | Submit Data, Submit Data |
| Alt+Y+D+S+W | Submit Data Without Refresh |
| Alt+Y+D+S+R | Submit Data Range |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2007

**Table 4-4 FCCS Ribbon Keyboard Equivalents for Excel 2007 (assumes FCCS ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+Y | Analyze |
| 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 |

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

| Keys | Action |
|---|---|
| Alt+Y+D+L | Lock |
| Alt+Y+D+C | Calculate |
| Alt+Y+D+C+B | Calculate, Business Rules |
| Alt+Y+D+C+U | Calculate, Rules on Form |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+U+J | Adjust, Adjust |
| Alt+Y+D+U+G | Adjust, Grid Spread |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+B | Submit Data |
| Alt+Y+D+M | More |
| Alt+Y+D+M+J | More, Job Console |
| Alt+Y+D+M+M | More, Member Formula |
| Alt+Y+D+M+I | More, Instructions |
| Alt+Y+D+M+O | More, Offline |
| Alt+Y+S | Save |
| Alt+Y+C | Clear |
| Alt+Y+A | Apply |
| Alt+Y+A+N | Apply, None |
| Alt+Y+A+Y | Apply, Cell Styles |
| Alt+Y+A+C | Apply, Custom Styles |
| Alt+Y+A+A | Apply, Custom and Cell Styles |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

**Table 4-5 FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes FCCS 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 |

**Table 4-5 (Cont.) FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes FCCS Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| 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 |
| Alt+Y+A+Q+D | Query, Data Filter |
| Alt+Y+A+A | Change Alias |
| Alt+Y+A+1 | Save as Smart Form |
| Alt+Y+A+C | Cascade |
| Alt+Y+A+C+S | Cascade, Same Workbook |
| Alt+Y+A+C+N | Cascade, New Workbook |
| Alt+Y+A+C+D | Cascade, Different Workbooks |
| Alt+Y+D+R | Refresh |
| Alt+Y+D+R+R | Refresh, Refresh |
| Alt+Y+D+R+S | Refresh, Refresh All |
| Alt+Y+D+O | POV |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+U+ | Adjust, Adjust |
| Alt+Y+D+U+ | Adjust, Grid Spread |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+Z | Visualize |
| Alt+Y+D+S | Submit Data |
| Alt+Y+D+S+B | Submit Data, Submit Data |
| Alt+Y+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+D+S+R | Submit Data, Submit Data Range |

# TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2007

**Table 4-6 TRCS Ribbon Keyboard Equivalents for Excel 2007 (assumes provider ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+Y | Analyze |
| Alt+Y+DR | Refresh |
| Alt+Y+DR+R | Refresh, Refresh |
| Alt+Y+DR+S | Refresh, Refresh All Worksheets |
| Alt+Y+DO | POV |
| Alt+Y+DL | Lock |
| Alt+Y+DC | Calculate |
| Alt+Y+DC+B | Calculate, Business Rules |
| Alt+Y+DC+U | Calculate, Rules on Form |
| Alt+Y+DU | Adjust |
| Alt+Y+DU+J | Adjust, Adjust |
| Alt+Y+DU+G | Adjust, Grid Spread |
| Alt+Y+DD | Drill-through |
| Alt+Y+DB | Submit Data |
| Alt+Y+DM | More |
| Alt+Y+DM+J | More, Job Console |
| Alt+Y+DR+M | More, Member Formula |
| Alt+Y+DR+I | More, Instructions |
| Alt+Y+S | Save Formatting |
| Alt+Y+C | Clear Formatting |
| Alt+Y+A | Apply Formatting |
| Alt+Y+A+N | Apply Formatting, None |
| Alt+Y+A+Y | Apply Formatting, Cell Styles |
| Alt+Y+A+C | Apply Formatting, Custom Styles |
| Alt+Y+A+A | Apply Formatting, Custom and Cell Styles |

# TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

**Table 4-7 TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes TRCS 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, 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+A | Change Alias |
| Alt+Y+A+1 | Save as Smart Form |
| Alt+Y+A+C | Cascade |
| Alt+Y+A+C+S | Cascade, Same Workbook |
| Alt+Y+A+C+N | Cascade, New Workbook |
| Alt+Y+A+C+D | Cascade, Different Workbooks |
| Alt+Y+D+R | Refresh |
| Alt+Y+D+R+R | Refresh, Refresh |
| Alt+Y+D+R+S | Refresh, Refresh All |
| Alt+Y+D+O | POV |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+U+ | Adjust, Adjust |
| Alt+Y+D+U+ | Adjust, Grid Spread |
| Alt+Y+D+D | Drill-through |

**Table 4-7 (Cont.) TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes TRCS Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+D+Z | Visualize |
| Alt+Y+D+S | Submit Data |
| Alt+Y+D+S+B | Submit Data, Submit Data |
| Alt+Y+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+D+S+R | Submit Data, Submit Data Range |

# Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

**Table 4-8 Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents 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 |

**Table 4-8 (Cont.) Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+D+Z+E | Visualize in Excel |

# Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2007

**Table 4-9 Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word and PowerPoint 2007 (assumes Performance Reporting Ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| **Author Ribbon** | **Author Ribbon** |
| Alt+Y+C | Check Out |
| Alt+Y+U | Upload |
| Alt+Y+N | Check In |
| Alt+Y+N+N | Check In, Check In |
| Alt+Y+N+U | Check In, Upload and 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 |

**Table 4-9 (Cont.) Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word and PowerPoint 2007 (assumes Performance Reporting Ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+S | Sync |
| **Review Ribbon** | **Review Ribbon** |
| Alt+Y+A | Add New Comment |
| Alt+Y+F | Filter Comments |
| Alt+Y+H | Hide Anchor<br>Show Anchor |
| Alt+Y+L | Mark Review Complete<br>Reopen for Comments |
| Alt+Y+C | Refresh Comments |
| Alt+Y+I | Inspect |
| Alt+Y+S | Sync |
| **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 |

# Essbase Ribbon Keyboard Equivalents for Excel 2007

**Table 4-10 Essbase Ribbon Keyboard Equivalents for Excel 2007 (assumes Essbase 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 |
| Alt+Y+A+Z+L | Zoom In, Sibling Level |
| Alt+Y+A+Z+G | Zoom In, Same Generation |
| Alt+Y+A+Z+F | Zoom In, Formulas |
| Alt+Y+A+U | Zoom Out |

**Table 4-10 (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2007 (assumes Essbase ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| 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 |
| Alt+Y+A+Q+E | Query, Execute MDX |
| Alt+Y+A+Q+D | Query, Data Filter |
| Alt+Y+A+E | Member Information |
| Alt+Y+A+P | Preserve Format |
| Alt+Y+A+A | Change Alias |
| Alt+Y+A+D | Data Perspective |
| Alt+Y+A+S | Smart Slice |
| Alt+Y+A+C | Cascade |
| Alt+Y+A+C+S | Cascade, Same Workbook |
| Alt+Y+A+C+N | Cascade, New Workbook |
| Alt+Y+A+C+D | Cascade, Different Workbooks |
| Alt+Y+I | Insert Attributes |
| 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 |
| Alt+Y+D+Z+E | Visualize, Visualize in Excel |
| Alt+Y+D+D | Drill-through (not supported by Oracle Analytics Cloud - Essbase) |

**Table 4-10 (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2007 (assumes Essbase ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+J | Linked Objects |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+S | Submit Data |
| Alt+Y+D+S+B | Submit Data, Submit Data |
| Alt+Y+D+S+W | Submit Data Without Refresh |
| Alt+Y+D+S+R | Submit Data Range |

# Oracle BI EE Ribbon Keyboard Equivalents for Office 2007

**Table 4-11 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 |
| Alt+Y+1+Y+8 | Delete |
| Alt+Y+1+Y+9 | Mask Data |

# HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010

**Table 4-12 HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010 (assumes HFM ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+D+R | Refresh |
| Alt+Y+D+R+R | Refresh, Refresh |
| Alt+Y+D+R+S | Refresh, Refresh All Worksheets |

**Table 4-12 (Cont.) HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010 (assumes HFM ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+D+O | Display or Hide POV |
| Alt+Y+D+E | Cell Comments |
| Alt+Y+M | Add Member |
| Alt+Y+D+C | Calculate |
| Alt+Y+D+C+C | Calculate, Calculate |
| Alt+Y+D+C+F | Calculate, Force Calculate |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+U | Adjust |
| Alt+Y+I | Instructions |
| Alt+Y+N | Entity Details (assumes Oracle Journals extension is installed) |
| Alt+Y+T | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+D+B | Submit Data |

# HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

**Table 4-13 HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes HFM 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, Pivot |
| Alt+Y+A+T+T | Pivot, Pivot to POV |
| Alt+Y+A+K | Keep Only |
| Alt+Y+A+O | Remove Only |

**Table 4-13 (Cont.) HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes HFM Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| 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 |
| Alt+Y+A+Q+D | Query, Data Filter |
| Alt+Y+A+E | Member Information |
| Alt+Y+A+S | Smart Slice |
| Alt+Y+A+C | Cascade |
| Alt+Y+A+C+S | Cascade, Same Workbook |
| Alt+Y+A+C+N | Cascade, New Workbook |
| Alt+Y+A+C+D | Cascade, Different Workbooks |
| Alt+Y+D+R | Refresh |
| Alt+Y+D+R+R | Refresh, Refresh |
| Alt+Y+D+R+A | Refresh, Refresh All Worksheets |
| Alt+Y+D+O+1 | Display or Hide POV |
| Alt+Y+D+E | Cell Comments |
| Alt+Y+D+C | Calculate |
| Alt+Y+D+C+C | Calculate, Calculate |
| Alt+Y+D+C+F | Calculate, Force Calculate |
| Alt+Y+D+C+T | Calculate, Translate |
| Alt+Y+D+C+R | Calculate, Force Translate |
| Alt+Y+D+O+2 | Consolidate |
| Alt+Y+D+O+2+N | Consolidate, Consolidate |
| Alt+Y+D+O+2+S | Consolidate, Consolidate All |
| Alt+Y+D+O+2+L | Consolidate, Consolidate All With Data |
| Alt+Y+D+C+R+A | Consolidate, Calculate Contribution |
| Alt+Y+D+C+R+O | Consolidate, Force Calculate Contribution |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+Z | Visualize |
| Alt+Y+N | Entity Details (HFM) |

**Table 4-13 (Cont.) HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes HFM Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+T | Create Journal (HFM) |
| Alt+Y+D+S | Submit Data |
| Alt+Y+D+S+B | Submit Data, Submit Data |
| Alt+Y+D+S+W | Submit Data Without Refresh |
| Alt+Y+D+S+R | Submit Data Range |

# Oracle Journals Ribbon Keyboard Equivalents for Excel 2007

**Table 4-14 Oracle Journals Ribbon 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 |

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# Office 2010 Data Provider Keyboard Equivalents

**Related Topics:**

- Planning Ribbon Keyboard Equivalents for Excel 2010
- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
- Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2010
- FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2010
- FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
- TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2010
- TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
- Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
- Oracle Enterprise Performance Reporting Cloud Keyboard Equivalents for Word, PowerPoint, and Excel 2010
- Essbase Ribbon Keyboard Equivalents for Excel 2010
- Oracle BI EE Ribbon Keyboard Equivalents for Office 2010
- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010
- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007
- Oracle Journals Ribbon Keyboard Equivalents for Excel 2010

## Planning Ribbon Keyboard Equivalents for Excel 2010

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

| Keys | Action |
|---|---|
| Alt+Y+1+Y+2 | Analyze |
| Alt+Y+1+D+R | Refresh |
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+S | Refresh, Refresh All Worksheets |

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

| Keys | Action |
|---|---|
| Alt+Y+1+D+O | Display or Hide POV |
| Alt+Y+1+D+A | Cell Actions |
| Alt+Y+1+D+A+E | Cell Actions, Comments |
| Alt+Y+1+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+1+D+A+T | Cell Actions, Attachment |
| Alt+Y+1+D+A+H | Cell Actions, History |
| Alt+Y+1+D+L | Lock |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+B | Calculate, Business Rules |
| Alt+Y+1+D+C+U | Calculate, Rules on Form |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+U+A | Adjust, Mass Allocate |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+B | Submit Data |
| Alt+Y+1+D+M | More |
| Alt+Y+1+D+M+J | More, Job Console |
| Alt+Y+1+D+M+M | More, Member Formula |
| Alt+Y+1+D+M+I | More, Instructions |
| Alt+Y+1+D+M+F | More, Offline (Planning on-premise only) |
| Alt+Y+1+D+M+F+T | More, Offline, Take Offline (Planning on-premise only) |
| Alt+Y+1+D+M+F+Y | More, Offline, Sync Back to Server (Planning on-premise only) |
| Alt+Y+1+D+M+F+R | More, Offline, Refresh Offline Definition (Planning on-premise only) |
| Alt+Y+1+S | Save Formatting |
| Alt+Y+1+C | Clear Formatting |
| Alt+Y+1+A | Apply Formatting |
| Alt+Y+1+A+N | Apply Formatting, None |
| Alt+Y+1+A+Y | Apply Formatting, Cell Styles |

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

| Keys | Action |
|---|---|
| Alt+Y+1+A+C | Apply Formatting, Custom Styles |
| Alt+Y+1+A+A | Apply Formatting, Custom and Cell Styles |
| Alt+Y+1+Y+3 | Approvals |
| Alt+Y+1+Y+4 | Copy Version |

# Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

**Table 5-2 Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes Planning 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+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 |
| Alt+Y+1+Y+8+Q | Query, Query Designer |
| Alt+Y+1+Y+8+R | Query, Run Report |
| Alt+Y+1+Y+8+D | Query, Data Filter |
| Alt+Y+1+Y+9 | Preserve Format |
| Alt+Y+1+Y+A | Change Alias |
| Alt+Y+1+Y+B | Smart Slice |
| Alt+Y+1+Y+C | Save Ad Hoc Grid |
| Alt+Y+1+Y+D | Save As Smart Form |

**Table 5-2 (Cont.) Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes Planning Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+E | Cascade |
| Alt+Y+1+Y+E+S | Cascade, Same Workbook |
| Alt+Y+1+Y+E+N | Cascade, New Workbook |
| Alt+Y+1+Y+E+D | Cascade, Different Workbooks |
| Alt+Y+1+I | Insert Attributes |
| 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+O | Display or Hide POV |
| Alt+Y+1+D+A | Cell Actions |
| Alt+Y+1+D+A+E | Cell Actions, Comments |
| Alt+Y+1+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+1+D+A+T | Cell Actions, Attachment |
| Alt+Y+1+D+A+H | Cell Actions, History |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+B | Calculate, Business Rules |
| Alt+Y+1+D+C+U | Calculate, Rules on Form |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+U+A | Adjust, Mass Allocate |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range |
| Alt+Y+1+Z+3 | Workflow |
| Alt+Y+1+Z+3+Y+1 | Workflow, Approvals |
| Alt+Y+1+Z+3+Y+2 | Workflow, Copy Version |

# Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2010

**Table 5-3 Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon for Oracle Profitability and Cost Management Cloud is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+A+Z | Zoom In |
| Alt+Y+1+A+Z+N | Zoom In, Next Level |
| Alt+Y+1+A+Z+A | Zoom In, All Levels |
| Alt+Y+1+A+Z+B | Zoom In, Bottom Level |
| Alt+Y+1+A+Z+E | Zoom In, Same Level |
| Alt+Y+1+A+Z+L | Zoom In, Sibling Level |
| Alt+Y+1+A+Z+G | Zoom In, Same Generation |
| Alt+Y+1+A+Z+F | Zoom In, Formulas |
| Alt+Y+1+A+U | Zoom Out |
| Alt+Y+1+A+T | Pivot |
| Alt+Y+1+A+T+P | Pivot, Pivot |
| Alt+Y+1+A+T+T | Pivot, Pivot to POV |
| Alt+Y+1+A+K | Keep Only |
| Alt+Y+1+Y+O | Remove Only |
| Alt+Y+1+A+I | Member Selection |
| Alt+Y+1+A+Q | Query |
| Alt+Y+1+A+Q+Q | Query, Query Designer |
| Alt+Y+1+A+Q+R | Query, Run Report |
| Alt+Y+1+A+Q+E | Query, Execute MDX |
| Alt+Y+1+A+Q+D | Query, Data Filter |
| Alt+Y+1+A+E | Member Information |
| Alt+Y+1+A+P | Preserve Format |
| Alt+Y+1+A+A | Change Alias |
| Alt+Y+1+A+D | Data Perspective |
| Alt+Y+1+A+S | Smart Slice |
| Alt+Y+1+A+C | Cascade |
| Alt+Y+1+A+C+S | Cascade, Same Workbook |

**Table 5-3 (Cont.) Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon for Oracle Profitability and Cost Management Cloud is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+A+C+N | Cascade, New Workbook |
| Alt+Y+1+A+C+D | Cascade, Different Workbooks |
| Alt+Y+1+I | Insert Attributes |
| Alt+Y+1+D+R | Refresh |
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+S | 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 |
| Alt+Y+1+D+Z+E | Visualize, Visualize in Excel |
| Alt+Y+1+D+D | Drill-through (not supported by Oracle Analytics Cloud - Essbase) |
| Alt+Y+1+J | Linked Objects |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2010

**Table 5-4 FCCS Ribbon Keyboard Equivalents for Excel 2010 (assumes FCCS ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3 | Analyze |
| Alt+Y+1+D+R | Refresh |
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+S | Refresh, Refresh All Worksheets |

**Table 5-4 (Cont.) FCCS Ribbon Keyboard Equivalents for Excel 2010 (assumes FCCS ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+O | POV |
| Alt+Y+1+D+L | Lock |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+B | Calculate, Business Rules |
| Alt+Y+1+D+C+U | Calculate, Rules on Form |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+B | Submit Data |
| Alt+Y+1+D+M | More |
| Alt+Y+1+D+M+J | More, Job Console |
| Alt+Y+1+D+M+M | More, Member Formula |
| Alt+Y+1+D+M+I | More, Instructions |
| Alt+Y+1+S | Save |
| Alt+Y+1+C | Clear |
| Alt+Y+1+A | Apply |
| Alt+Y+1+A+N | Apply, None |
| Alt+Y+1+A+Y | Apply, Cell Styles |
| Alt+Y+1+A+C | Apply, Custom Styles |
| Alt+Y+1+A+A | Apply, Custom and Cell Styles |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

**Table 5-5 FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes FCCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3 | Zoom In |
| Alt+Y+1+Y+3+N | Zoom In, Next Level |
| Alt+Y+1+Y+3+A | Zoom In, All Levels |

**Table 5-5 (Cont.) FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes FCCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3+B | Zoom In, Bottom Level |
| Alt+Y+1+Y+4 | Zoom Out |
| Alt+Y+1+Y+5 | Pivot |
| Alt+Y+1+Y+5+P | Pivot, Pivot |
| Alt+Y+1+Y+5+T | Pivot, Pivot to POV |
| Alt+Y+1+Y+6 | Keep Only |
| Alt+Y+1+Y+7 | Remove Only |
| Alt+Y+1+Y+8 | Member Selection |
| Alt+Y+1+Y+9 | Query |
| Alt+Y+1+Y+9+Q | Query, Query Designer |
| Alt+Y+1+Y+9+R | Query, Run Report |
| Alt+Y+1+Y+9+D | Query, Data Filter |
| Alt+Y+1+Y+A | Change Alias |
| Alt+Y+1+Y+B | Save as Smart Form |
| Alt+Y+1+Y+C | Cascade |
| Alt+Y+1+Y+C+S | Cascade, Same Workbook |
| Alt+Y+1+Y+C+N | Cascade, New Workbook |
| Alt+Y+1+Y+C+D | Cascade, Different Workbooks |
| 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+O | POV |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data, Submit Data Range |

# TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2010

**Table 5-6 TRCS Ribbon Keyboard Equivalents for Excel 2010 (assumes provider ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+2 | Analyze |
| 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+O | POV |
| Alt+Y+1+D+L | Lock |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+B | Calculate, Business Rules |
| Alt+Y+1+D+C+U | Calculate, Rules on Form |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+M | More |
| Alt+Y+1+D+M+J | More, Job Console |
| Alt+Y+1+D+M+M | More, Member Formula |
| Alt+Y+1+D+M+I | More, Instructions |
| Alt+Y+1+S | Save Formatting |
| Alt+Y+1+C | Clear Formatting |
| Alt+Y+1+A | Apply Formatting |
| Alt+Y+1+A+N | Apply Formatting, None |
| Alt+Y+1+A+Y | Apply Formatting, Cell Styles |
| Alt+Y+1+A+C | Apply Formatting, Custom Styles |
| Alt+Y+1+A+A | Apply Formatting, Custom and Cell Styles |

# TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

**Table 5-7 TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes TRCS 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+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+A | 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+D | Query, Data Filter |
| Alt+Y+1+Y+C | Change Alias |
| Alt+Y+1+Y+D | Save as Smart Form |
| Alt+Y+1+Y+E | Cascade |
| Alt+Y+1+Y+E+S | Cascade, Same Workbook |
| Alt+Y+1+Y+E+N | Cascade, New Workbook |
| Alt+Y+1+Y+E+D | Cascade, Different Workbooks |
| Alt+Y+1+D+R | Refresh |
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+S | Refresh, Refresh All |
| Alt+Y+1+D+O | POV |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |

**Table 5-7 (Cont.) TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes TRCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data, Submit Data Range |

# Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

**Table 5-8 Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (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+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 |

**Table 5-8 (Cont.) Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y)**

| Key | Action |
|---|---|
| Alt+Y+D+O | POV (displays the POV toolbar) |
| Alt+Y+D+Z | Visualize |
| Alt+Y+D+Z+E | Visualize in Excel |

# Oracle Enterprise Performance Reporting Cloud Keyboard Equivalents for Word, PowerPoint, and Excel 2010

**Table 5-9 Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents 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+N+N | Check In, Check In |
| Alt+Y+2+N+U | Check In, Upload and Check In |
| Alt+Y+2+B | Submit |
| Alt+Y+2+A | Approve |
| 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 |

**Table 5-9 (Cont.) Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word and PowerPoint 2010 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y+2)**

| Key | Action |
|---|---|
| Alt+Y+2+F | Filter Comments (appears if doclets are restarted) |
| Alt+Y+2+H | Hide Anchor, Show Anchor (appears if doclets are restarted) |
| **Review Ribbon** | **Review Ribbon** |
| Alt+Y+2+A | Add New Comment |
| Alt+Y+2+F | Filter Comments |
| Alt+Y+2+H | Hide Anchor<br>Show Anchor |
| Alt+Y+2+L | Mark Review Complete<br>Reopen for Comments |
| Alt+Y+2+R | Refresh Comments |
| Alt+Y+2+I | Inspect |
| Alt+Y+2+S | Sync |
| **Sign Off Ribbon** | **Sign Off Ribbon** |
| Alt+Y+2+O | Sign Off |
| Alt+Y+2+R | Reject Sign Off |
| Alt+Y+2+I | Inspect |
| Alt+Y+2+S | Sync |

# Essbase Ribbon Keyboard Equivalents for Excel 2010

**Table 5-10 Essbase Ribbon Keyboard Equivalents for Excel 2010 (assumes Essbase 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 |
| Alt+Y+1+Y+2+L | Zoom In, Sibling Level |

**Table 5-10 (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+2+G | Zoom In, Same Generation |
| Alt+Y+1+Y+2+F | Zoom In, Formulas |
| 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 |
| 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 |
| Alt+Y+1+Y+8+D | Query, Data Filter |
| Alt+Y+1+Y+9 | Member Information |
| Alt+Y+1+Y+A | Preserve Format |
| Alt+Y+1+Y+B | Change Alias |
| Alt+Y+1+Y+C | Data Perspective |
| Alt+Y+1+Y+D | Smart Slice |
| Alt+Y+1+Y+E | Cascade |
| Alt+Y+1+Y+E+S | Cascade, Same Workbook |
| Alt+Y+1+Y+E+N | Cascade, New Workbook |
| Alt+Y+1+Y+E+D | Cascade, Different Workbooks |
| Alt+Y+1+I | Insert Attributes |
| 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 |

**Table 5-10 (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+Z+E | Visualize, Visualize in Excel |
| Alt+Y+1+D+D | Drill-through (not supported by Oracle Analytics Cloud - Essbase) |
| Alt+Y+1+J | Linked Objects |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range |

# Oracle BI EE Ribbon Keyboard Equivalents for Office 2010

**Table 5-11 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 |

# HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010

**Table 5-12 HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010 (assumes HFM ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| 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 | Display or Hide POV |
| Alt+Y+D+E | Cell Comments |
| Alt+Y+M | Add Member |
| Alt+Y+D+C | Calculate |
| Alt+Y+D+C+C | Calculate, Calculate |
| Alt+Y+D+C+F | Calculate, Force Calculate |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+U | Adjust |
| Alt+Y+I | Instructions |
| Alt+Y+N | Entity Details (assumes Oracle Journals extension is installed) |
| Alt+Y+T | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+D+B | Submit Data |

# HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

**Table 5-13 HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes HFM 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 |

**Table 5-13 (Cont.) HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes HFM Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| 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 |
| Alt+Y+A+Q+D | Query, Data Filter |
| Alt+Y+A+E | Member Information |
| Alt+Y+A+S | Smart Slice |
| Alt+Y+A+C | Cascade |
| Alt+Y+A+C+S | Cascade, Same Workbook |
| Alt+Y+A+C+N | Cascade, New Workbook |
| Alt+Y+A+C+D | Cascade, Different Workbooks |
| Alt+Y+D+R | Refresh |
| Alt+Y+D+R+R | Refresh, Refresh |
| Alt+Y+D+R+A | Refresh, Refresh All Worksheets |
| Alt+Y+D+O+1 | Display or Hide POV |
| Alt+Y+D+E | Cell Comments |
| Alt+Y+D+C | Calculate |
| Alt+Y+D+C+C | Calculate, Calculate |
| Alt+Y+D+C+F | Calculate, Force Calculate |
| Alt+Y+D+C+T | Calculate, Translate |
| Alt+Y+D+C+R | Calculate, Force Translate |
| Alt+Y+D+O+2 | Consolidate |
| Alt+Y+D+O+2+N | Consolidate, Consolidate |
| Alt+Y+D+O+2+S | Consolidate, Consolidate All |
| Alt+Y+D+O+2+L | Consolidate, Consolidate All With Data |

**Table 5-13 (Cont.) HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes HFM Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+D+C+R+A | Consolidate, Calculate Contribution |
| Alt+Y+D+C+R+O | Consolidate, Force Calculate Contribution |
| Alt+Y+D+D | Drill-through |
| Alt+Y+D+U | Adjust |
| Alt+Y+D+Z | Visualize |
| Alt+Y+N | Entity Details (HFM) |
| Alt+Y+T | Create Journal (HFM) |
| Alt+Y+D+S | Submit Data |
| Alt+Y+D+S+B | Submit Data, Submit Data |
| Alt+Y+D+S+W | Submit Data Without Refresh |
| Alt+Y+D+S+R | Submit Data Range |

# Oracle Journals Ribbon Keyboard Equivalents for Excel 2010

**Table 5-14 Oracle Journals Ribbon 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 |
| 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 |

**Table 5-14 (Cont.) Oracle Journals Ribbon Keyboard Equivalents for Excel 2010 (assumes Oracle Journals ribbon is Alt+J)**

| Keys | Action |
|---|---|
| Alt+J+G | Group |
| Alt+J+L | Security Class |
| Alt+J+E | Edit |
| Alt+J+S | Save |

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# Office 2013 Data Provider Keyboard Equivalents

**Related Topics:**

- Planning Ribbon Keyboard Equivalents for Excel 2013
- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
- Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2013
- FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2013
- FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
- TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2013
- TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
- Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
- Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013
- Essbase Ribbon Keyboard Equivalents for Excel 2013
- Oracle BI EE Ribbon Keyboard Equivalents for Office 2013
- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013
- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
- Oracle Journals Ribbon Keyboard Equivalents for Excel 2013

## Planning Ribbon Keyboard Equivalents for Excel 2013

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

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3 | Analyze |
| Alt+Y+1+D+R | Refresh |
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+S | Refresh, Refresh All Worksheets |

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

| Keys | Action |
|---|---|
| Alt+Y+1+D+O | Display or Hide POV |
| Alt+Y+1+D+A | Cell Actions |
| Alt+Y+1+D+A+E | Cell Actions, Comments |
| Alt+Y+1+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+1+D+A+T | Cell Actions, Attachment |
| Alt+Y+1+D+A+H | Cell Actions, History |
| Alt+Y+1+D+L | Lock |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+B | Calculate, Business Rules |
| Alt+Y+1+D+C+U | Calculate, Rules on Form |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+U+A | Adjust, Mass Allocate |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+B | Submit Data |
| Alt+Y+1+D+M | More |
| Alt+Y+1+D+M+J | More, Job Console |
| Alt+Y+1+D+M+M | More, Member Formula |
| Alt+Y+1+D+M+I | More, Instructions |
| Alt+Y+1+D+M+F | More, Offline (Planning on-premise only) |
| Alt+Y+1+D+M+F+T | More, Offline, Take Offline (Planning on-premise only) |
| Alt+Y+1+D+M+F+Y | More, Offline, Sync Back to Server (Planning on-premise only) |
| Alt+Y+1+D+M+F+R | More, Offline, Refresh Offline Definition (Planning on-premise only) |
| Alt+Y+1+S | Save Formatting |
| Alt+Y+1+C | Clear Formatting |
| Alt+Y+1+A | Apply Formatting |
| Alt+Y+1+A+N | Apply Formatting, None |
| Alt+Y+1+A+Y | Apply Formatting, Cell Styles |

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

| Keys | Action |
|---|---|
| Alt+Y+1+A+C | Apply Formatting, Custom Styles |
| Alt+Y+1+A+A | Apply Formatting, Custom and Cell Styles |
| Alt+Y+1+Y+4 | Approvals |
| Alt+Y+1+Y+5 | Copy Version |

# Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

**Table 6-2 Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes Planning Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3 | Zoom In |
| Alt+Y+1+Y+3+N | Zoom In, Next Level |
| Alt+Y+1+Y+3+A | Zoom In, All Levels |
| Alt+Y+1+Y+3+B | Zoom In, Bottom Level |
| Alt+Y+1+Y+4 | Zoom Out |
| Alt+Y+1+Y+5 | Pivot |
| Alt+Y+1+Y+5+P | Pivot, Pivot |
| Alt+Y+1+Y+5+T | Pivot, Pivot to POV |
| Alt+Y+1+Y+6 | Keep Only |
| Alt+Y+1+Y+7 | Remove Only |
| Alt+Y+1+Y+8 | Member Selection |
| Alt+Y+1+Y+9 | Query |
| Alt+Y+1+Y+9+Q | Query, Query Designer |
| Alt+Y+1+Y+9+R | Query, Run Report |
| Alt+Y+1+Y+9+D | Query, Data Filter |
| Alt+Y+1+Y+A | Preserve Format |
| Alt+Y+1+Y+B | Change Alias |
| Alt+Y+1+Y+C | Smart Slice |
| Alt+Y+1+Y+D | Save Ad Hoc Grid |
| Alt+Y+1+Y+E | Save As Smart Form |

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

| Keys | Action |
|---|---|
| Alt+Y+1+Y+F | Cascade |
| Alt+Y+1+Y+F+S | Cascade, Same Workbook |
| Alt+Y+1+Y+F+N | Cascade, New Workbook |
| Alt+Y+1+Y+F+D | Cascade, Different Workbooks |
| Alt+Y+1+I | Insert Attributes |
| Alt+Y+1+D+R | Refresh |
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+A | Refresh, Refresh All Worksheets |
| Alt+Y+1+D+O | Display or Hide POV |
| Alt+Y+1+D+A | Cell Actions |
| Alt+Y+1+D+A+E | Cell Actions, Comments |
| Alt+Y+1+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+1+D+A+T | Cell Actions, Attachment |
| Alt+Y+1+D+A+H | Cell Actions, History |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+B | Calculate, Business Rules |
| Alt+Y+1+D+C+U | Calculate, Rules on Form |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+U+A | Adjust, Mass Allocate |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range |
| Alt+Y+1+Y+G | Approvals |
| Alt+Y+1+Y+H | Copy Version |

# Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2013

**Table 6-3 Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+A+Z | Zoom In |
| Alt+Y+1+A+Z+N | Zoom In, Next Level |
| Alt+Y+1+A+Z+A | Zoom In, All Levels |
| Alt+Y+1+A+Z+B | Zoom In, Bottom Level |
| Alt+Y+1+A+Z+E | Zoom In, Same Level |
| Alt+Y+1+A+Z+L | Zoom In, Sibling Level |
| Alt+Y+1+A+Z+G | Zoom In, Same Generation |
| Alt+Y+1+A+Z+F | Zoom In, Formulas |
| Alt+Y+1+A+U | Zoom Out |
| Alt+Y+1+A+T | Pivot |
| Alt+Y+1+A+T+P | Pivot, Pivot |
| Alt+Y+1+A+T+T | Pivot, Pivot to POV |
| Alt+Y+1+A+K | Keep Only |
| Alt+Y+1+A+O | Remove Only |
| Alt+Y+1+A+I | Member Selection |
| Alt+Y+1+A+Q | Query |
| Alt+Y+1+A+Q+Q | Query, Query Designer |
| Alt+Y+1+A+Q+R | Query, Run Report |
| Alt+Y+1+A+Q+E | Query, Execute MDX |
| Alt+Y+1+A+Q+D | Query, Data Filter |
| Alt+Y+1+A+E | Member Information |
| Alt+Y+1+A+P | Preserve Format |
| Alt+Y+1+A+A | Change Alias |
| Alt+Y+1+A+D | Data Perspective |
| Alt+Y+1+A+S | Smart Slice |
| Alt+Y+1+A+C | Cascade |
| Alt+Y+1+A+C+S | Cascade, Same Workbook |

**Table 6-3 (Cont.) Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+A+C+N | Cascade, New Workbook |
| Alt+Y+1+A+C+D | Cascade, Different Workbooks |
| Alt+Y+1+I | Insert Attributes |
| 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+O | POV |
| Alt+Y+1+D+W | View Comments |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+D+Z+E | Visualize, Visualize in Excel |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+J | Linked Objects |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2013

**Table 6-4 FCCS Ribbon Keyboard Equivalents for Excel 2013 (assumes FCCS ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3 | Analyze |
| 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+O | POV |

**Table 6-4 (Cont.) FCCS Ribbon Keyboard Equivalents for Excel 2013 (assumes FCCS ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+L | Lock |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+B | Calculate, Business Rules |
| Alt+Y+1+D+C+U | Calculate, Rules on Form |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+B | Submit Data |
| Alt+Y+1+D+M | More |
| Alt+Y+1+D+M+J | More, Job Console |
| Alt+Y+1+D+M+M | More, Member Formula |
| Alt+Y+1+D+M+I | More, Instructions |
| Alt+Y+1+S | Save |
| Alt+Y+1+C | Clear |
| Alt+Y+1+A | Apply |
| Alt+Y+1+A+N | Apply, None |
| Alt+Y+1+A+Y | Apply, Cell Styles |
| Alt+Y+1+A+C | Apply, Custom Styles |
| Alt+Y+1+A+A | Apply, Custom and Cell Styles |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

**Table 6-5 FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes FCCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3 | Zoom In |
| Alt+Y+1+Y+3+N | Zoom In, Next Level |
| Alt+Y+1+Y+3+A | Zoom In, All Levels |
| Alt+Y+1+Y+3+B | Zoom In, Bottom Level |

**Table 6-5 (Cont.) FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes FCCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+4 | Zoom Out |
| Alt+Y+1+Y+5 | Pivot |
| Alt+Y+1+Y+5+P | Pivot, Pivot |
| Alt+Y+1+Y+5+T | Pivot, Pivot to POV |
| Alt+Y+1+Y+6 | Keep Only |
| Alt+Y+1+Y+7 | Remove Only |
| Alt+Y+1+Y+8 | Member Selection |
| Alt+Y+1+Y+9 | Query |
| Alt+Y+1+Y+9+Q | Query, Query Designer |
| Alt+Y+1+Y+9+R | Query, Run Report |
| Alt+Y+1+Y+9+D | Query, Data Filter |
| Alt+Y+1+Y+A | Change Alias |
| Alt+Y+1+Y+B | Save as Smart Form |
| Alt+Y+1+Y+C | Cascade |
| Alt+Y+1+Y+C+S | Cascade, Same Workbook |
| Alt+Y+1+Y+C+N | Cascade, New Workbook |
| Alt+Y+1+Y+C+D | Cascade, Different Workbooks |
| 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+O | POV |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data, Submit Data Range |

# TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2013

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

| Keys | Action |
|---|---|
| Alt+Y+1+ | Analyze |
| | Refresh |
| | Refresh, Refresh |
| | Refresh, Refresh All Worksheets |
| | POV |
| | Lock |
| | Calculate |
| | Calculate, Business Rules |
| | Calculate, Rules on Form |
| | Adjust |
| | Adjust, Adjust |
| | Adjust, Grid Spread |
| | Drill-through |
| | Submit Data |
| | More |
| | More, Job Console |
| | More, Member Formula |
| | More, Instructions |
| | Save Formatting |
| | Clear Formatting |
| | Apply Formatting |
| | Apply Formatting, None |
| | Apply Formatting, Cell Styles |
| | Apply Formatting, Custom Styles |
| | Apply Formatting, Custom and Cell Styles |

# TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

**Table 6-7 TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes TRCS 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+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+A | 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+D | Query, Data Filter |
| Alt+Y+1+Y+C | Change Alias |
| Alt+Y+1+Y+D | Save as Smart Form |
| Alt+Y+1+Y+E | Cascade |
| Alt+Y+1+Y+E+S | Cascade, Same Workbook |
| Alt+Y+1+Y+E+N | Cascade, New Workbook |
| Alt+Y+1+Y+E+D | Cascade, Different Workbooks |
| Alt+Y+1+Y+D+R | Refresh |
| Alt+Y+1+Y+D+R+R | Refresh, Refresh |
| Alt+Y+1+Y+D+R+S | Refresh, Refresh All |
| Alt+Y+1+Y+D+O | POV |
| Alt+Y+1+Y+D+U | Adjust |
| Alt+Y+1+Y+D+U+J | Adjust, Adjust |

**Table 6-7 (Cont.) TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes TRCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+Y+D+D | Drill-through |
| Alt+Y+1+Y+D+Z | Visualize |
| Alt+Y+1+Y+D+S | Submit Data |
| Alt+Y+1+Y+D+S+S | Submit Data, Submit Data |
| Alt+Y+1+Y+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+1+Y+D+S+R | Submit Data, Submit Data Range |

# Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

**Table 6-8 Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents 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) |

**Table 6-8 (Cont.) Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y)**

| Key | Action |
|---|---|
| Alt+Y+D+Z | Visualize |
| Alt+Y+D+Z+E | Visualize in Excel |

# Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013

**Table 6-9 Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013 (assumes Performance Reporting 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+N+N | Check In, Check In |
| Alt+Y+2+N+U | Check In, Upload and 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 |

**Table 6-9 (Cont.) Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013 (assumes Performance Reporting Ribbon is Alt+Y+2)**

| Key | Action |
|---|---|
| Alt+Y+2+R+A | Refresh, Refresh All |
| Alt+Y+2+I | Inspect |
| Alt+Y+2+S | Sync |
| **Review Ribbon** | **Review Ribbon** |
| 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 |
| **Sign Off Ribbon** | **Sign Off Ribbon** |
| Alt+Y+2+O | Sign Off |
| Alt+Y+2+R | Reject Sign Off |
| Alt+Y+2+I | Inspect |
| Alt+Y+2+S | Sync |

# Essbase Ribbon Keyboard Equivalents for Excel 2013

**Table 6-10 Essbase Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase 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 |
| Alt+Y+1+Y+2+L | Zoom In, Sibling Level |
| Alt+Y+1+Y+2+G | Zoom In, Same Generation |
| Alt+Y+1+Y+2+F | Zoom In, Formulas |

**Table 6-10 (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| 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 |
| 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 |
| Alt+Y+1+Y+8+D | Query, Data Filter |
| Alt+Y+1+A+E | Member Information |
| Alt+Y+1+Y+9 | Preserve Format |
| Alt+Y+1+Y+A | Change Alias (Essbase, Oracle Analytics Cloud - Essbase) |
| Alt+Y+1+A+D | Data Perspective |
| Alt+Y+1+Y+B | Smart Slice |
| Alt+Y+1+Y+C | Cascade |
| Alt+Y+1+Y+C+S | Cascade, Same Workbook |
| Alt+Y+1+Y+C+N | Cascade, New Workbook |
| Alt+Y+1+Y+C+D | Cascade, Different Workbooks |
| Alt+Y+1+I | Insert Attributes |
| 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 |
| Alt+Y+1+D+Z+E | Visualize, Visualize in Excel |

**Table 6-10 (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+D | Drill-through (not supported for Oracle Analytics Cloud - Essbase) |
| Alt+Y+1+J | Linked Objects |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range |

# Oracle BI EE Ribbon Keyboard Equivalents for Office 2013

**Table 6-11 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 |
| 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 |

# HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013

**Table 6-12 HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+R | Refresh |

**Table 6-12 (Cont.) HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+S | Refresh, Refresh All Worksheets |
| Alt+Y+1+D+O | Display or Hide POV |
| Alt+Y+1+D+E | Cell Comments |
| Alt+Y+1+M | Add Member |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+D | Calculate, Calculate |
| Alt+Y+1+D+C+F | Calculate, Force Calculate |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+I | Instructions |
| Alt+Y+1+N | Entity Details (assumes Oracle Journals extension is installed) |
| Alt+Y+1+T | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+1+D+B | Submit Data |

# HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

**Table 6-13 HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM (Financial Management) Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+A+Z | Zoom In |
| Alt+Y+1+A+Z+N | Zoom In, Next Level |
| Alt+Y+1+A+Z+A | Zoom In, All Levels |
| Alt+Y+1+A+Z+B | Zoom In, Bottom Level |
| Alt+Y+1+A+U | Zoom Out |
| Alt+Y+1+A+T | Pivot |
| Alt+Y+1+A+T+P | Pivot, Pivot |
| Alt+Y+1+A+T+T | Pivot, Pivot to POV |

**Table 6-13 (Cont.) HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM (Financial Management) Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+A+K | Keep Only |
| Alt+Y+1+A+O | Remove Only |
| Alt+Y+1+A+I | Member Selection |
| Alt+Y+1+A+Q | Query |
| Alt+Y+1+A+Q+Q | Query, Query Designer |
| Alt+Y+1+A+Q+R | Query, Run Report |
| Alt+Y+1+A+Q+D | Query, Data Filter |
| Alt+Y+1+A+E | Member Information |
| Alt+Y+1+A+S | Smart Slice |
| Alt+Y+1+A+C | Cascade |
| Alt+Y+1+A+C+S | Cascade, Same Workbook |
| Alt+Y+1+A+C+N | Cascade, New Workbook |
| Alt+Y+1+A+C+D | Cascade, Different Workbooks |
| Alt+Y+1+D+R | Refresh |
| Alt+Y+1+D+R+R | Refresh, Refresh |
| Alt+Y+1+D+R+A | Refresh, Refresh All Worksheets |
| Alt+Y+1+Y+3 | Display or Hide POV |
| Alt+Y+1+D+E | Cell Comments |
| Alt+Y+1+D+C | Calculate |
| Alt+Y+1+D+C+C | Calculate, Calculate |
| Alt+Y+1+D+C+F | Calculate, Force Calculate |
| Alt+Y+1+D+C+T | Calculate, Translate |
| Alt+Y+1+D+C+R | Calculate, Force Translate |
| Alt+Y+1+Y+4 | Consolidate |
| Alt+Y+1+Y+4+N | Consolidate, Consolidate |
| Alt+Y+1+Y+4+S | Consolidate, Consolidate All |
| Alt+Y+1+Y+4+L | Consolidate, Consolidate All With Data |
| Alt+Y+1+Y+4+A | Consolidate, Calculate Contribution |
| Alt+Y+1+Y+4+O | Consolidate, Force Calculate Contribuation |
| Alt+Y+1+D+D | Drill-through |

**Table 6-13 (Cont.) HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM (Financial Management) Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+N | Entity Details (assumes Oracle Journals extension is installed) |
| Alt+Y+1+T | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range |

# Oracle Journals Ribbon Keyboard Equivalents for Excel 2013

**Table 6-14 Oracle Journals Ribbon 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 |

**Table 6-14 (Cont.) Oracle Journals Ribbon Keyboard Equivalents for Excel 2013 (assumes Oracle Journals ribbon is Alt+J)**

| Keys | Action |
|---|---|
| Alt+J+L | Security Class |
| Alt+J+E | Edit |
| Alt+J+S | Save |

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# Office 2016 Data Provider Keyboard Equivalents

**Related Topics:**

- Planning Ribbon Keyboard Equivalents for Excel 2016
- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
- Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2016
- FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2016
- FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
- TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2016
- TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
- Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
- Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2016
- Essbase Ribbon Keyboard Equivalents for Excel 2016
- Oracle BI EE Ribbon Keyboard Equivalents for Office 2016
- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2016
- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
- Oracle Journals Ribbon Keyboard Equivalents for Excel 2016

## Planning Ribbon Keyboard Equivalents for Excel 2016

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

| Keys | Action |
|---|---|
| Alt+Y+2+Y+3 | Analyze |
| Alt+Y+2+D+R | Refresh |
| Alt+Y+2+D+R+R | Refresh, Refresh |
| Alt+Y+2+D+R+S | Refresh, Refresh All Worksheets |

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

| Keys | Action |
|---|---|
| Alt+Y+2+D+O | Display or Hide POV |
| Alt+Y+2+D+A | Cell Actions |
| Alt+Y+2+D+A+E | Cell Actions, Comments |
| Alt+Y+2+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+2+D+A+T | Cell Actions, Attachment |
| Alt+Y+2+D+A+H | Cell Actions, History |
| Alt+Y+2+D+L | Lock |
| Alt+Y+2+D+C | Calculate |
| Alt+Y+2+D+C+B | Calculate, Business Rules |
| Alt+Y+2+D+C+U | Calculate, Rules on Form |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+D+U+J | Adjust, Adjust |
| Alt+Y+2+D+U+G | Adjust, Grid Spread |
| Alt+Y+2+D+U+A | Adjust, Mass Allocate |
| Alt+Y+2+D+D | Drill-through |
| Alt+Y+2+D+B | Submit Data |
| Alt+Y+2+D+M | More |
| Alt+Y+2+D+M+J | More, Job Console |
| Alt+Y+2+D+M+M | More, Member Formula |
| Alt+Y+2+D+M+I | More, Instructions |
| Alt+Y+2+D+M+F | More, Offline (Planning on-premise only) |
| Alt+Y+2+D+M+F+T | More, Offline, Take Offline (Planning on-premise only) |
| Alt+Y+2+D+M+F+Y | More, Offline, Sync Back to Server (Planning on-premise only) |
| Alt+Y+2+D+M+F+R | More, Offline, Refresh Offline Definition (Planning on-premise only) |
| Alt+Y+2+S | Save Formatting |
| Alt+Y+2+C | Clear Formatting |
| Alt+Y+2+A | Apply Formatting |
| Alt+Y+2+A+N | Apply Formatting, None |
| Alt+Y+2+A+Y | Apply Formatting, Cell Styles |

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

| Keys | Action |
|---|---|
| Alt+Y+2+A+C | Apply Formatting, Custom Styles |
| Alt+Y+2+A+A | Apply Formatting, Custom and Cell Styles |
| Alt+Y+2+Y+4 | Approvals |
| Alt+Y+2+Y+5 | Copy Version |

# Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

**Table 7-2 Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Planning Ad Hoc ribbon is Alt+Y+2+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+Y+3 | Zoom In |
| Alt+Y+2+Y+3+N | Zoom In, Next Level |
| Alt+Y+2+Y+3+A | Zoom In, All Levels |
| Alt+Y+2+Y+3+B | Zoom In, Bottom Level |
| Alt+Y+2+Y+4 | Zoom Out |
| Alt+Y+2+Y+5 | Pivot |
| Alt+Y+2+Y+5+P | Pivot, Pivot |
| Alt+Y+2+Y+5+T | Pivot, Pivot to POV |
| Alt+Y+2+Y+6 | Keep Only |
| Alt+Y+2+Y+7 | Remove Only |
| Alt+Y+2+Y+8 | Member Selection |
| Alt+Y+2+Y+9 | Query |
| Alt+Y+2+Y+9+Q | Query, Query Designer |
| Alt+Y+2+Y+9+R | Query, Run Report |
| Alt+Y+2+Y+9+D | Query, Data Filter |
| Alt+Y+2+Y+A | Preserve Format |
| Alt+Y+2+Y+B | Change Alias |
| Alt+Y+2+Y+C | Smart Slice |
| Alt+Y+2+Y+D | Save Ad Hoc Grid |
| Alt+Y+2+Y+E | Save As Smart Form |

**Table 7-2 (Cont.) Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Planning Ad Hoc ribbon is Alt+Y+2+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+Y+F | Cascade |
| Alt+Y+2+Y+F+S | Cascade, Same Workbook |
| Alt+Y+2+Y+F+N | Cascade, New Workbook |
| Alt+Y+2+Y+F+D | Cascade, Different Workbooks |
| Alt+Y+2+I | Insert Attributes |
| Alt+Y+2+D+R | Refresh |
| Alt+Y+2+D+R+R | Refresh, Refresh |
| Alt+Y+2+D+R+A | Refresh, Refresh All Worksheets |
| Alt+Y+2+D+O | Display or Hide POV |
| Alt+Y+2+D+A | Cell Actions |
| Alt+Y+2+D+A+E | Cell Actions, Comments |
| Alt+Y+2+D+A+P | Cell Actions, Supporting Details |
| Alt+Y+2+D+A+T | Cell Actions, Attachment |
| Alt+Y+2+D+A+H | Cell Actions, History |
| Alt+Y+2+D+C | Calculate |
| Alt+Y+2+D+C+B | Calculate, Business Rules |
| Alt+Y+2+D+C+U | Calculate, Rules on Form |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+D+U+J | Adjust, Adjust |
| Alt+Y+2+D+U+G | Adjust, Grid Spread |
| Alt+Y+2+D+U+A | Adjust, Mass Allocate |
| Alt+Y+2+D+D | Drill-through |
| Alt+Y+2+D+Z | Visualize |
| Alt+Y+2+D+S | Submit Data |
| Alt+Y+2+D+S+B | Submit Data, Submit Data |
| Alt+Y+2+D+S+W | Submit Data Without Refresh |
| Alt+Y+2+D+S+R | Submit Data Range |
| Alt+Y+2+Y+G | Approvals |
| Alt+Y+2+Y+H | Copy Version |

# Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2016

**Table 7-3 Essbase Ribbons for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon for Oracle Profitability and Cost Management Cloud is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+A+Z | Zoom In |
| 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+Z+E | Zoom In, Same Level |
| Alt+Y+2+A+Z+L | Zoom In, Sibling Level |
| Alt+Y+2+A+Z+G | Zoom In, Same Generation |
| Alt+Y+2+A+Z+F | Zoom In, Formulas |
| Alt+Y+2+A+U | Zoom Out |
| Alt+Y+2+A+T | Pivot |
| Alt+Y+2+A+T+P | Pivot, Pivot |
| Alt+Y+2+A+T+T | Pivot, Pivot to POV |
| Alt+Y+2+A+K | Keep Only |
| Alt+Y+2+A+O | Remove Only |
| Alt+Y+2+Y+I | Member Selection |
| Alt+Y+2+A+Q | Query |
| Alt+Y+2+A+Q+Q | Query, Query Designer |
| Alt+Y+2+A+Q+R | Query, Run Report |
| Alt+Y+2+A+Q+E | Query, Execute MDX |
| Alt+Y+2+A+Q+D | Query, Data Filter |
| Alt+Y+2+A+E | Member Information |
| Alt+Y+2+A+P | Preserve Format |
| Alt+Y+2+A+A | Change Alias |
| Alt+Y+2+A+D | Data Perspective |
| Alt+Y+2+A+S | Smart Slice |
| Alt+Y+2+A+C | Cascade |
| Alt+Y+2+A+C+S | Cascade, Same Workbook |

**Table 7-3 (Cont.) Essbase Ribbons for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon for Oracle Profitability and Cost Management Cloud is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+A+C+N | Cascade, New Workbook |
| Alt+Y+2+A+C+D | Cascade, Different Workbooks |
| Alt+Y+2+I | Insert Attributes |
| 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 |
| Alt+Y+2+D+W | View Comments |
| Alt+Y+2+D+C | Calculate |
| Alt+Y+2+D+Z | Visualize |
| Alt+Y+2+D+Z+E | Visualize, Visualize in Excel |
| Alt+Y+2+D+D | Drill-through |
| Alt+Y+2+J | Linked Objects |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+D+S | Submit Data |
| Alt+Y+2+D+S+B | Submit Data, Submit Data |
| Alt+Y+2+D+S+W | Submit Data Without Refresh |
| Alt+Y+2+D+S+R | Submit Data Range |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2016

**Table 7-4 FCCS Ribbon Keyboard Equivalents for Excel 2016 (assumes FCCS ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+Y+3 | Analyze |
| 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 |

**Table 7-4 (Cont.) FCCS Ribbon Keyboard Equivalents for Excel 2016 (assumes FCCS ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+D+L | Lock |
| Alt+Y+2+D+C | Calculate |
| Alt+Y+2+D+C+B | Calculate, Business Rules |
| Alt+Y+2+D+C+U | Calculate, Rules on Form |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+D+U+J | Adjust, Adjust |
| Alt+Y+2+D+U+G | Adjust, Grid Spread |
| Alt+Y+2+D+D | Drill-through |
| Alt+Y+2+D+B | Submit Data |
| Alt+Y+2+D+M | More |
| Alt+Y+2+D+M+J | More, Job Console |
| Alt+Y+2+D+M+M | More, Member Formula |
| Alt+Y+2+D+M+I | More, Instructions |
| Alt+Y+2+S | Save |
| Alt+Y+2+C | Clear |
| Alt+Y+2+A | Apply |
| Alt+Y+2+A+N | Apply, None |
| Alt+Y+2+A+Y | Apply, Cell Styles |
| Alt+Y+2+A+C | Apply, Custom Styles |
| Alt+Y+2+A+A | Apply, Custom and Cell Styles |

# FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

**Table 7-5 FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes FCCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+3 | Zoom In |
| Alt+Y+1+Y+3+N | Zoom In, Next Level |
| Alt+Y+1+Y+3+A | Zoom In, All Levels |
| Alt+Y+1+Y+3+B | Zoom In, Bottom Level |

**Table 7-5 (Cont.) FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes FCCS Ad Hoc ribbon is Alt+Y+1)**

| Keys | Action |
|---|---|
| Alt+Y+1+Y+4 | Zoom Out |
| Alt+Y+1+Y+5 | Pivot |
| Alt+Y+1+Y+5+P | Pivot, Pivot |
| Alt+Y+1+Y+5+T | Pivot, Pivot to POV |
| Alt+Y+1+Y+6 | Keep Only |
| Alt+Y+1+Y+7 | Remove Only |
| Alt+Y+1+Y+8 | Member Selection |
| Alt+Y+1+Y+9 | Query |
| Alt+Y+1+Y+9+Q | Query, Query Designer |
| Alt+Y+1+Y+9+R | Query, Run Report |
| Alt+Y+1+Y+9+D | Query, Data Filter |
| Alt+Y+1+Y+A | Change Alias |
| Alt+Y+1+Y+B | Save as Smart Form |
| Alt+Y+1+Y+C | Cascade |
| Alt+Y+1+Y+C+S | Cascade, Same Workbook |
| Alt+Y+1+Y+C+N | Cascade, New Workbook |
| Alt+Y+1+Y+C+D | Cascade, Different Workbooks |
| 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+O | POV |
| Alt+Y+1+D+U | Adjust |
| Alt+Y+1+D+U+J | Adjust, Adjust |
| Alt+Y+1+D+U+G | Adjust, Grid Spread |
| Alt+Y+1+D+D | Drill-through |
| Alt+Y+1+D+Z | Visualize |
| Alt+Y+1+D+S | Submit Data |
| Alt+Y+1+D+S+B | Submit Data, Submit Data |
| Alt+Y+1+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data, Submit Data Range |

# TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2016

**Table 7-6 TRCS Ribbon Keyboard Equivalents for Excel 2016 (assumes provider ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+Y5 | Analyze |
| Alt+Y+2+DR | Refresh |
| Alt+Y+2+DR+R | Refresh, Refresh |
| Alt+Y+2+DR+S | Refresh, Refresh All Worksheets |
| Alt+Y+2+DO | POV |
| Alt+Y+2+DL | Lock |
| Alt+Y+2+DC | Calculate |
| Alt+Y+2+DC+B | Calculate, Business Rules |
| Alt+Y+2+DC+U | Calculate, Rules on Form |
| Alt+Y+2+DU | Adjust |
| Alt+Y+2+DU+J | Adjust, Adjust |
| Alt+Y+2+DU+G | Adjust, Grid Spread |
| Alt+Y+2+DD | Drill-through |
| Alt+Y+2+DB | Submit Data |
| Alt+Y+2+DM | More |
| Alt+Y+2+DM+J | More, Job Console |
| Alt+Y+2+DM+M | More, Member Formula |
| Alt+Y+2+DM+I | More, Instructions |
| Alt+Y+2+S | Save Formatting |
| Alt+Y+2+C | Clear Formatting |
| Alt+Y+2+A+ | Apply Formatting |
| Alt+Y+2+A+N | Apply Formatting, None |
| Alt+Y+2+A+Y | Apply Formatting, Cell Styles |
| Alt+Y+2+A+C | Apply Formatting, Custom Styles |
| Alt+Y+2+A+A | Apply Formatting, Custom and Cell Styles |

# TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

**Table 7-7 TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes TRCS Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+2+Y+3 | Zoom In |
| Alt+Y+2+Y+3+N | Zoom In, Next Level |
| Alt+Y+2+Y+3+A | Zoom In, All Levels |
| Alt+Y+2+Y+3+B | Zoom In, Bottom Level |
| Alt+Y+2+Y+4 | Zoom Out |
| Alt+Y+2+Y+5 | Pivot |
| Alt+Y+2+Y+5+P | Pivot, Pivot |
| Alt+Y+2+Y+5+T | Pivot, Pivot to POV |
| Alt+Y+2+Y+6 | Keep Only |
| Alt+Y+2+Y+7 | Remove Only |
| Alt+Y+2+Y+8 | Member Selection |
| Alt+Y+2+Y+9 | Query |
| Alt+Y+2+Y+9+Q | Query, Query Designer |
| Alt+Y+2+Y+A | Change Alias |
| Alt+Y+2+Y+B | Save as Smart Form |
| Alt+Y+2+Y+C | Cascade |
| Alt+Y+2+Y+S | Cascade, Same Workbook |
| Alt+Y+2+Y+N | Cascade, New Workbook |
| Alt+Y+2+Y+D | Cascade, Different Workbooks |
| Alt+Y+2+D+R | Refresh |
| Alt+Y+2+D+R+R | Refresh, Refresh |
| Alt+Y+2+D+R+S | Refresh, Refresh All |
| Alt+Y+2+D+O | POV |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+D+U+J | Adjust, Adjust |
| Alt+Y+2+D+U+G | Adjust, Grid Spread |
| Alt+Y+2+D+D | Drill-through |

**Table 7-7 (Cont.) TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes TRCS Ad Hoc ribbon is Alt+Y)**

| Keys | Action |
|---|---|
| Alt+Y+2+D+Z | Visualize |
| Alt+Y+2+B | Submit Data |
| Alt+Y+2+B+B | Submit Data, Submit Data |
| Alt+Y+2+B+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+2+B+R | Submit Data, Submit Data Range |

# Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

**Table 7-8 Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y+2)**

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

**Table 7-8 (Cont.) Oracle Enterprise Performance Reporting Cloud Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Performance Reporting Ad Hoc Ribbon is Alt+Y+2)**

| Key | Action |
|---|---|
| Alt+Y+2+D+Z+E | Visualize in Excel |

# Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2016

**Table 7-9 Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents 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+N+N | Check In, Check In |
| Alt+Y+3+N+U | Check In, Upload and Check In |
| Alt+Y+3+B | Submit |
| Alt+Y+3+A | Approve |
| 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 |

**Table 7-9 (Cont.) Oracle Enterprise Performance Reporting Cloud Ribbon Keyboard Equivalents for Word and PowerPoint 2016 (assumes Performance Reporting Ribbon is Alt+Y+3)**

| Key | Action |
|---|---|
| Alt+Y+3+F | Filter Comments (appears if doclets are restarted) |
| Alt+Y+3+H | Hide Anchor, Show Anchor (appears if doclets are restarted) |
| **Review Ribbon** | **Review Ribbon** |
| Alt+Y+3+A | Add New Comment |
| Alt+Y+3+F | Filter Comments |
| Alt+Y+3+H | Hide Anchor<br>Show Anchor |
| Alt+Y+3+L | Mark Review Complete<br>Reopen for Comments |
| Alt+Y+3+C | Refresh Comments |
| Alt+Y+3+I | Inspect |
| Alt+Y+3+S | Sync |
| **Sign Off Ribbon** | **Sign Off Ribbon** |
| Alt+Y+3+O | Sign Off |
| Alt+Y+3+R | Reject Sign Off |
| Alt+Y+3+I | Inspect |
| Alt+Y+3+S | Sync |

# Essbase Ribbon Keyboard Equivalents for Excel 2016

**Table 7-10 Essbase Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+A+Z | Zoom In |
| 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+Z+E | Zoom In, Same Level |
| Alt+Y+2+A+Z+L | Zoom In, Sibling Level |

**Table 7-10 (Cont.) Essbase Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+A+Z+G | Zoom In, Same Generation |
| Alt+Y+2+A+Z+F | Zoom In, Formulas |
| Alt+Y+2+A+U | Zoom Out |
| Alt+Y+2+A+T | Pivot |
| Alt+Y+2+A+T+P | Pivot, Pivot |
| Alt+Y+2+A+T+T | Pivot, Pivot to POV |
| Alt+Y+2+A+K | Keep Only |
| Alt+Y+2+A+O | Remove Only |
| Alt+Y+2+Y+7 | Member Selection |
| Alt+Y+2+A+Q | Query |
| Alt+Y+2+A+Q+Q | Query, Query Designer |
| Alt+Y+2+A+Q+R | Query, Run Report |
| Alt+Y+2+A+Q+E | Query, Execute MDX |
| Alt+Y+2+A+Q+D | Query, Data Filter |
| Alt+Y+2+A+E | Member Information |
| Alt+Y+2+A+P | Preserve Format |
| Alt+Y+2+A+A | Change Alias |
| Alt+Y+2+A+D | Data Perspective |
| Alt+Y+2+A+S | Smart Slice |
| Alt+Y+2+A+C | Cascade |
| Alt+Y+2+A+C+S | Cascade, Same Workbook |
| Alt+Y+2+A+C+N | Cascade, New Workbook |
| Alt+Y+2+A+C+D | Cascade, Different Workbooks |
| Alt+Y+2+I | Insert Attributes |
| 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 |
| Alt+Y+2+D+W | View Comments |
| Alt+Y+2+D+C | Calculate |
| Alt+Y+2+D+Z | Visualize |

**Table 7-10 (Cont.) Essbase Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+D+Z+E | Visualize, Visualize in Excel |
| Alt+Y+2+D+D | Drill-through (not supported for Oracle Analytics Cloud - Essbase) |
| Alt+Y+2+J | Linked Objects |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+D+S | Submit Data |
| Alt+Y+2+D+S+B | Submit Data, Submit Data |
| Alt+Y+2+D+S+W | Submit Data Without Refresh |
| Alt+Y+2+D+S+R | Submit Data Range |

# Oracle BI EE Ribbon Keyboard Equivalents for Office 2016

**Table 7-11 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 7-12 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 7-13 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 |

# HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2016

**Table 7-14 HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2016 (assumes HFM ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+D+R | Refresh |
| Alt+Y+2+D+R+R | Refresh, Refresh |
| Alt+Y+2+D+R+S | Refresh, Refresh All |
| Alt+Y+2+D+O | Display or Hide POV |
| Alt+Y+2+D+E | Cell Comments |
| Alt+Y+2+M | Add Member |
| Alt+Y+2+D+C | Calculate |
| Alt+Y+2+D+C+C | Calculate, Calculate |
| Alt+Y+2+D+C+F | Calculate, Force Calculate |
| Alt+Y+2+D+D | Drill-through |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+I | Instructions |
| Alt+Y+2+N | Entity Details (assumes the Oracle Journals extension is installed) |
| Alt+Y+2+T | Create Journal (assumes the Oracle Journals extension is installed) |
| Alt+Y+2+D+B | Submit Data |

# HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

**Table 7-15 HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes HFM Ad Hoc ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+A+Z | Zoom In |
| 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 |

**Table 7-15 (Cont.) HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes HFM Ad Hoc ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+A+U | Zoom Out |
| Alt+Y+2+A+T | Pivot |
| Alt+Y+2+A+T+P | Pivot, Pivot |
| Alt+Y+2+A+T+T | Pivot, 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+Q | Query |
| Alt+Y+2+A+Q+Q | Query, Query Designer |
| Alt+Y+2+A+Q+R | Query, Run Report |
| Alt+Y+2+A+Q+D | Query, Data Filter |
| Alt+Y+2+A+E | Member Information |
| Alt+Y+2+A+S | Smart Slice |
| Alt+Y+2+A+C | Cascade |
| Alt+Y+2+A+C+S | Cascade, Same Workbook |
| Alt+Y+2+A+C+N | Cascade, New Workbook |
| Alt+Y+2+A+C+D | Cascade, Different Workbooks |
| 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 | Display or Hide POV |
| Alt+Y+2+D+E | Cell Comments |
| Alt+Y+2+D+C | Calculate |
| Alt+Y+2+D+C+C | Calculate, Calculate |
| Alt+Y+2+D+C+F | Calculate, Force Calculate |
| Alt+Y+2+D+C+T | Calculate, Translate |
| Alt+Y+2+D+C+R | Calculate, Force Translate |
| Alt+Y+2+Y+4 | Consolidate |
| Alt+Y+2+Y+4+N | Consolidate, Consolidate |
| Alt+Y+2+Y+4+S | Consolidate, Consolidate All |
| Alt+Y+2+Y+4+L | Consolidate, Consolidate All With Data |

**Table 7-15 (Cont.) HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes HFM Ad Hoc ribbon is Alt+Y+2)**

| Keys | Action |
|---|---|
| Alt+Y+2+Y+4+A | Consolidate, Calculate Contribution |
| Alt+Y+2+Y+4+O | Consolidate, Force Calculate Contribution |
| Alt+Y+2+D+D | Drill-through |
| Alt+Y+2+D+U | Adjust |
| Alt+Y+2+D+Z | Visualize |
| Alt+Y+2+N | Entity Details (assumes Oracle Journals extension is installed) |
| Alt+Y+2+T | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+2+D+S | Submit Data |
| Alt+Y+2+D+S+B | Submit Data, Submit Data |
| Alt+Y+2+D+S+W | Submit Data Without Refresh |
| Alt+Y+2+D+S+R | Submit Data Range |

# Oracle Journals Ribbon Keyboard Equivalents for Excel 2016

**Table 7-16 Oracle Journals Ribbon 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 |
| 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 |

**Table 7-16 (Cont.) Oracle Journals Ribbon Keyboard Equivalents for Excel 2016 (assumes Oracle Journals ribbon is Alt+J)**

| Keys | Action |
|---|---|
| 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 |

# 8
# 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<br>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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# Query Designer Panel Navigation

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

| Keys | Action |
|---|---|
| F6 | Switch between Query Designer and Office components |
| Tab | Moves through the dimensions on the Query Designer |
| Ctl+Enter, when selected on a row or column dimension | Launches the Member Selection dialog box and highlights the corresponding dimension on the query sheet |
| Ctl+Enter, when selected on a POV dimension | Adds the selected dimension to the Row dimensions group in the Query Designer |

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# Smart Query Panel Navigation

**Table 10-1 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) |

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# 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 11-1 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 11-2 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 |
| Alt+Y+1+Y+5 | Copy |

**Table 11-2 (Cont.) Smart Query Ribbon Keyboard Equivalents for Office 2010 (assumes Smart Query ribbon is Alt+Y+1)**

| Key | Action |
|---|---|
| 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 11-3 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 |
| Alt+Y+1+Y+E | Suppress Rows with No Data |

# Smart Query Ribbon Keyboard Equivalents for Office 2016

**Table 11-4 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 |

12

# 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.