ORACLE® SMART VIEW FOR OFFICE

Release 11.1.2.5.410

Accessibility Guide

ORACLE®

CONTENTS IN BRIEF

This document 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*.

Oracle customers 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.

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.

Enabling Accessibility for Smart View

You do not need to enable accessibility specifically for Smart View; 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.

Note: If you are using JAWS® Screen Reading Software, Oracle recommends using the Internet Explorer browser.

Smart View Keyboard Equivalents

Keyboard equivalents for provider ribbons may vary if other Office add-ins or extensions are installed. For example, 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 these tables.

This topics in this section describes the keyboard equivalents for the following:

Smart View Ribbon Keyboard Equivalents

Subtopics

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

The tables in this section list Smart View ribbon items.

Smart View Ribbon Keyboard Equivalents for Excel 2007

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

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

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

Smart View Ribbon Keyboard Equivalents for Excel 2010

Table 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

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

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

Smart View Ribbon Keyboard Equivalents for Excel 2013

Table 3   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

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

Keys	Action
Alt+S+Y+3, if not connected to data source Alt+S+Y+4, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+4, if not connected to data source Alt+S+Y+5, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Take Screenshot
Alt+S+Y+6, if not connected to data source Alt+S+Y+7, when connected to data source	Create Archive
Alt+S+Y+7, if not connected to data source Alt+S+Y+8	Diagnostics Options
Alt+S+Y+8, if not connected to data source Alt+S+Y+9, when connected to data source	Save Document

Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007

Table 4 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007 (assumes Smart View ribbon is Alt+S+2)

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

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

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

Table 5   Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 and 2013 (assumes Smart View ribbon is Alt+Y+1)

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

Keys	Action
Alt+Y+1+Y+2	Copy
Alt+Y+1+Y+3	Paste Data Point
Alt+Y+1+Y+4	Manage POV
Alt+Y+1+Y+5+R	Refresh
Alt+Y+1+Y+5+A	Refresh, Replace and Refresh
Alt+Y+1+Y+5+S	Refresh, Replace All Slides (PowerPoint 2010, 2013)
Alt+Y+1+Y+6	Visualize in Excel
Alt+Y+1+S	Options
Alt+Y+1+H	Help
Alt+Y+1+H+C	Help, Contents
Alt+Y+1+H+P	Help, Oracle User Productivity Kit
Alt+Y+1+H+S	Help, Technical Support
Alt+Y+1+H+E	Help, EPM Documentation
Alt+Y+1+H+Z	Help, About
Alt+Y+1+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)

Office 2007 Data Provider Keyboard Equivalents

Subtopics

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

Exceptions are noted in parentheses.

Data Provider Ribbon Keyboard Equivalents for Excel 2007

Table 6   Data Provider Ribbon Keyboard Equivalents for Excel 2007 (assumes provider ribbon is Alt+Y)

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

Keys	Action
Alt+Y+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+D+O+2	Consolidate (HFM and Enterprise only)
Alt+Y+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+W	View Comments
Alt+Y+D+U	Adjust
Alt+Y+D+U+J	Adjust, Adjust
Alt+Y+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+D+D	Drill-through
Alt+Y+D+M	More (Planning only)
Alt+Y+D+M+J	More, Job Console (Planning only)
Alt+Y+D+M+M	More, Member Formula (Planning only)
Alt+Y+D+M+I	More, Instructions (Planning only)
Alt+Y+D+M+F	More, Offline (Planning only)
Alt+Y+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+S	Save Formatting (Planning only)
Alt+Y+C	Clear Formatting (Planning only)
Alt+Y+A	Apply Formatting (Planning only)
Alt+Y+A+N	Apply Formatting, None (Planning only)
Alt+Y+A+Y	Apply Formatting, Cell styles (Planning only)
Alt+Y+A+C	Apply Formatting, Custom styles (Planning only)

Keys	Action
Alt+Y+A+A	Apply Formatting, Custom and cell styles (Planning only)
Alt+Y+W+P	Approvals (Planning only)
Alt+Y+W+V	Copy Version (Planning only)

Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

Table 7   Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007 (assumes Essbase or ad hoc ribbon is Alt+Y)

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

Keys	Action
Alt+Y+A+P	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+A+A	Change Alias (Essbase only)
Alt+Y+A+D	Data Perspective (Essbase only)
Alt+Y+A+S	Smart Slice (except Enterprise)
Alt+Y+A+C	Cascade (except Enterprise Ad Hoc)
Alt+Y+A+C+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+A	Refresh, Refresh All
Alt+Y+D+O	POV
Alt+Y+D+W	View Comments
Alt+Y+D+C	Calculate
Alt+Y+D+Z	Visualize (Essbase only)
Alt+Y+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+D+D	Drill-through
Alt+Y+J	Linked Objects (Essbase only)
Alt+Y+D+U	Adjust
Alt+Y+D+S+B	Submit Data
Alt+Y+D+S+W	Submit Data Without Refresh
Alt+Y+D+S+R	Submit Data Range

Oracle BI EE Ribbon Keyboard Equivalents for Office 2007

Table 8   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

Key	Action
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

Enterprise Performance Reporting Keyboard Shortcuts for Excel 2007

Table 9   Enterprise Performance Reporting Keyboard Shortcuts for Excel 2007 (assumes Performance Reporting 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
Alt+Y+D+R+S	Refresh, Refresh All Worksheets
Alt+Y+D+O	POV (displays the POV toolbar)
Alt+Y+D+Z	Visualize

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

Enterprise Performance Reporting Keyboard Shortcuts for Word 2007

Table 10 Enterprise Performance Reporting Keyboard Shortcuts for Word 2007 (assumes Performance Reporting Ribbon is Alt+Y)

Key	Action
Author Ribbon	**Author Ribbon**
Alt+Y+Y+1	Check Out
Alt+Y+Y+2	Upload
Alt+Y+Y+3	Check In
Alt+Y+Y+4	Submit
Alt+Y+Y+5	Approve
Alt+Y+Y+6	Reject
Alt+Y+Y+7	Refresh
Alt+Y+Y+8	Inspect
Alt+Y+Y+9	Sync
Review Ribbon	**Review Ribbon**
Alt+Y+Y+1	Add New Comment
Alt+Y+Y+2	Filter Comments
Alt+Y+Y+3	Hide Anchor, Show Anchor
Alt+Y+Y+4	Mark Review Complete
Alt+Y+Y+5	Refresh Comments
Alt+Y+Y+8	Inspect
Alt+Y+Y+9	Sync
Sign Off Ribbon	**Sign Off Ribbon**
Alt+Y+Y+1	Sign Off
Alt+Y+Y+2	Reject Sign Off
Alt+Y+Y+3	Inspect
Alt+Y+Y+4	Sync

Office 2010 Data Provider Keyboard Equivalents

Subtopics

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

Exceptions are noted in parentheses.

Data Provider Ribbon Keyboard Equivalents for Excel 2010

Table 11   Data Provider Ribbon Keyboard Equivalents for Excel 2010 (assumes provider ribbon is Alt+Y+1)

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

Keys	Action
Alt+Y+1+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)
Alt+Y+1+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+1+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+1+D+O+2	Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+1+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+1+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+1+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+1+W	View Comments
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+U+J	Adjust, Adjust
Alt+Y+1+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+1+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+D+M	More (Planning only)
Alt+Y+1+D+M+J	More, Job Console (Planning only)
Alt+Y+1+D+M+M	More, Member Formula (Planning only)
Alt+Y+1+D+M+I	More, Instructions (Planning only)
Alt+Y+1+D+M+F	More, Offline (Planning only)
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+1+S	Save Formatting (Planning only)
Alt+Y+1+C	Clear Formatting (Planning only)
Alt+Y+1+A	Apply Formatting (Planning only)
Alt+Y+1+A+N	Apply Formatting, None (Planning only)
Alt+Y+1+A+Y	Apply Formatting, Cell styles (Planning only)

Keys	Action
Alt+Y+1+A+C	Apply Formatting, Custom styles (Planning only)
Alt+Y+1+A+A	Apply Formatting, Custom and cell styles (Planning only)
Alt+Y+1+Y+4	Approvals (Planning only)
Alt+Y+1+Y+5	Copy Version (Planning only)

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

Table 12 Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 32-bit (assumes Essbase or ad hoc ribbon is Alt+Y+1)

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

Keys	Action
Alt+Y+1+Y+9	Member Information (Essbase only)
Alt+Y+1+Y+A	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+1+Y+B	Change Alias (Essbase only) (32-bit)
Alt+Y+1+Y+C	Data Perspective (Essbase only)
Alt+Y+1+Y+D	Smart Slice (except Enterprise)
Alt+Y+1+Y+E	Cascade (except Enterprise Ad Hoc)
Alt+Y+1+Y+E+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+E+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+E+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+S+B	Submit Data
Alt+Y+1+D+S+W	Submit Data Without Refresh
Alt+Y+1+D+S+R	Submit Data Range

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

Table 13   Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 64-bit (assumes Essbase or ad hoc ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+Y+5	Zoom In

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

Keys	Action
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+B	Submit Data

Oracle BI EE Ribbon Keyboard Equivalents for Office 2010

Table 14   Oracle BI EE Ribbon Keyboard Equivalents for Office 2010 (assumes Oracle BI EE Ribbon is Alt+Y+1)

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

Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010

Table 15 Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010 (assumes Performance Reporting 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
Alt+Y+D+O	POV (displays the POV toolbar)
Alt+Y+D+Z	Visualize
Alt+Y+D+Z+E	Visualize in Excel

Enterprise Performance Reporting Keyboard Shortcuts for Word 2010

Table 16 Enterprise Performance Reporting Keyboard Shortcuts for Word 2010 (assumes Performance Reporting Ribbon is Alt+Y+2)

Key	Action
Author Ribbon	**Author Ribbon**
Alt+Y+2+Y+3	Check Out
Alt+Y+2+Y+4	Upload
Alt+Y+2+Y+5	Check In

Key	Action
Alt+Y+2+Y+6	Submit
Alt+Y+2+Y+7	Approve
Alt+Y+2+Y+8	Reject
Alt+Y+2+Y+9	Refresh
Alt+Y+2+Y+A	Inspect
Alt+Y+2+Y+B	Sync
Review Ribbon	**Review Ribbon**
Alt+Y+2+Y+3	Add New Comment
Alt+Y+2+Y+4	Filter Comments
Alt+Y+2+Y+5	Hide Anchor, Show Anchor
Alt+Y+2+Y+6	Mark Review Complete
Alt+Y+2+Y+7	Refresh Comments
Alt+Y+2+Y+8	Inspect
Alt+Y+2+Y+9	Sync
Sign Off Ribbon	**Sign Off Ribbon**
Alt+Y+2+Y+3	Sign Off
Alt+Y+2+Y+4	Reject Sign Off
Alt+Y+2+Y+5	Inspect
Alt+Y+2+Y+6	Sync

Office 2013 Data Provider Keyboard Equivalents

Subtopics

- Data Provider Ribbon Keyboard Equivalents for Excel 2013
- Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
- Oracle BI EE Ribbon Keyboard Equivalents for Office 2013
- Enterprise Performance Reporting Keyboard Shortcuts for Excel 2013
- Enterprise Performance Reporting Keyboard Shortcuts for Word 2013

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

Exceptions are noted in parentheses.

Data Provider Ribbon Keyboard Equivalents for Excel 2013

Table 17   Data Provider Ribbon Keyboard Equivalents for Excel 2013 (assumes provider ribbon is Alt+Y+1)

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

Keys	Action
Alt+Y+1+D+E	Cell Comments
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+U+J	Adjust, Adjust
Alt+Y+1+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+1+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+D+M	More (Planning only)
Alt+Y+1+D+M+J	More, Job Console (Planning only)
Alt+Y+1+D+M+M	More, Member Formula (Planning only)
Alt+Y+1+D+M+I	More, Instructions (Planning only)
Alt+Y+1+D+M+F	More, Offline (Planning only)
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+1+S	Save Formatting (Planning only)
Alt+Y+1+C	Clear Formatting (Planning only)
Alt+Y+1+A	Apply Formatting (Planning only)
Alt+Y+1+A+N	Apply Formatting, None (Planning only)
Alt+Y+1+A+Y	Apply Formatting, Cell styles (Planning only)
Alt+Y+1+A+C	Apply Formatting, Custom styles (Planning only)
Alt+Y+1+A+A	Apply Formatting, Custom and cell styles (Planning only)
Alt+Y+1+Y+3	Approvals (Planning only)
Alt+Y+1+Y+4	Copy Version (Planning only)

Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

Table 18   Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase or ad hoc ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+Y+2	Zoom In

Keys	Action
Alt+Y+1+Y+2+N	Zoom In, Next Level
Alt+Y+1+Y+2+A	Zoom In, All Levels
Alt+Y+1+Y+2+B	Zoom In, Bottom Level
Alt+Y+1+Y+2+E	Zoom In, Same Level (Essbase only)
Alt+Y+1+Y+2+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+1+Y+2+G	Zoom In, Same Generation (Essbase only)
Alt+Y+1+Y+2+F	Zoom In, Formulas (Essbase only)
Alt+Y+1+Y+3	Zoom Out
Alt+Y+1+Y+4	Pivot
Alt+Y+1+Y+4+P	Pivot, Pivot
Alt+Y+1+Y+4+T	Pivot, Pivot to POV
Alt+Y+1+Y+5	Keep Only
Alt+Y+1+Y+6	Remove Only
Alt+Y+1+Y+7	Member Selection
Alt+Y+1+Y+8	Query
Alt+Y+1+Y+8+Q	Query, Query Designer
Alt+Y+1+Y+8+R	Query, Run Report
Alt+Y+1+Y+8+E	Query, Execute MDX (Essbase only)
Alt+Y+1+Y+8+D	Query, Data Filter
Alt+Y+1+A+E	Member Information (Essbase only)
Alt+Y+1+Y+9	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+1+Y+A	Change Alias (Essbase only)
Alt+Y+1+A+D	Data Perspective (Essbase only)
Alt+Y+1+Y+B	Smart Slice (except Enterprise)
Alt+Y+1+Y+C	Cascade (except Enterprise Ad Hoc)
Alt+Y+1+Y+C+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+C+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+C+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)

Keys	Action
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+Y+D	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+S+B	Submit Data
Alt+Y+1+D+S+W	Submit Data Without Refresh
Alt+Y+1+D+S+R	Submit Data Range

Oracle BI EE Ribbon Keyboard Equivalents for Office 2013

Table 19   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

Enterprise Performance Reporting Keyboard Shortcuts for Excel 2013

Table 20   Enterprise Performance Reporting Keyboard Shortcuts for Excel 2013 (assumes Performance Reporting Ribbon is Alt+Y)

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

Enterprise Performance Reporting Keyboard Shortcuts for Word 2013

Table 21   Enterprise Performance Reporting Keyboard Shortcuts for Word 2013 (assumes Performance Reporting Ribbon is Alt+Y+2)

Key	Action
Author ribbon	**Author ribbon**
Alt+Y+2+Y+3	Check Out
Alt+Y+2+Y+4	Upload
Alt+Y+2+Y+5	Check In
Alt+Y+2+Y+6	Submit

Key	Action
Alt+Y+2+Y+7	Approve
Alt+Y+2+Y+8	Reject
Alt+Y+2+Y+9	Filter Comments
Alt+Y+2+Y+A	Hide Anchor, Show Anchor
Alt+Y+2+Y+B	Refresh
Alt+Y+2+Y+C	Inspect
Alt+Y+2+Y+D	Sync
Review Ribbon	**Review Ribbon**
Alt+Y+2+Y+3	Add New Filter
Alt+Y+2+Y+4	Filter Comments
Alt+Y+2+Y+5	Hide Anchor, Show Anchor
Alt+Y+2+Y+6	Mark Review Complete
Alt+Y+2+Y+7	Refresh Comments
Alt+Y+2+Y+8	Inspect
Alt+Y+2+Y+9	Sync
Sign Off Ribbon	**Sign Off Ribbon**
Alt+Y+2+Y+3	Sign Off
Alt+Y+2+Y+4	Reject Sign Off
Alt+Y+2+Y+5	Inspect
Alt+Y+2+Y+6	Sync

Smart View Panel Navigation

Table 22 displays the keys for navigating in the Smart View Panel.

Table 22   Smart View Panel Navigation

Keys	Action
Alt+S+P	Launch the Smart View Panel (Office 2007 and 2010)
F6	Switch between Smart View and Office components
Tab	Scroll through Smart View Panel

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

Smart Query Panel Navigation

Table 23   Smart Query Panel Navigation

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

Smart Query Ribbon Keyboard Equivalents

Subtopics

- Smart Query Ribbon Keyboard Equivalents for Office 2007
- Smart Query Ribbon Keyboard Equivalents for Office 2010
- Smart Query Ribbon Keyboard Equivalents for Office 2013

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

Exceptions are noted in parentheses.

Smart Query Ribbon Keyboard Equivalents for Office 2007

Table 24   Smart Query Ribbon Keyboard Equivalents for Office 2007

Key	Action
Alt+Y+Y+O+1	Analyze

Key	Action
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 25   Smart Query Ribbon Keyboard Equivalents for Office 2010

Key	Action
Alt+Y+1+Y+3	Analyze
Alt+Y+1+Y+4	Designer Panel
Alt+Y+1+Y+5	Copy
Alt+Y+1+Y+6	Paste
Alt+Y+1+Y+7	Save
Alt+Y+1+Y+8	Open
Alt+Y+1+Y+9	Refresh
Alt+Y+1+Y+A	Automatic Refresh
Alt+Y+1+Y+B	Change Alias
Alt+Y+1+Y+B, Down arrow key once + Enter	Change Alias, None
Alt+Y+1+Y+B, Down arrow key twice + Enter	Change Alias, More Alias Tables

Key	Action
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 26   Smart Query Ribbon Keyboard Equivalents for Office 2013

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

Installing and Configuring Help Locally

After installing Smart View, 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 or web server, and the Smart View `properties.xml` file must be modified.

➤ To install and configure Smart View help locally:

1 **Obtain the patch 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 step 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 Oracle Smart View for Office local help.**

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