	ORACLE® SMART VIEW FOR OFFICE Release 11.1.2.5.410	
	Accessibility Guide	ORACLE
Contents In Brief		

Enabling Accessibility for Smart View	2
Smart View Keyboard Equivalents	2
Installing and Configuring Help Locally 3	4

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<sup>®</sup> 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" on page 3
  - o "Smart View Ribbon Keyboard Equivalents for Excel 2007" on page 4
  - o "Smart View Ribbon Keyboard Equivalents for Excel 2010" on page 5
  - o "Smart View Ribbon Keyboard Equivalents for Excel 2013" on page 7
  - Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007" on page
     9
  - Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 and 2013" on page 10
- "Office 2007 Data Provider Keyboard Equivalents" on page 12
  - o "Data Provider Ribbon Keyboard Equivalents for Excel 2007" on page 12
  - o "Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007" on page 14
  - o "Oracle BI EE Ribbon Keyboard Equivalents for Office 2007" on page 15

- o "Enterprise Performance Reporting Keyboard Shortcuts for Excel 2007" on page 16
- o "Enterprise Performance Reporting Keyboard Shortcuts for Word 2007" on page 17
- "Office 2010 Data Provider Keyboard Equivalents" on page 18
  - o "Data Provider Ribbon Keyboard Equivalents for Excel 2010" on page 18
  - "Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 32-bit" on page 20
  - "Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 64-bit" on page 21
  - o "Oracle BI EE Ribbon Keyboard Equivalents for Office 2010" on page 23
  - o "Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010" on page 24
  - o "Enterprise Performance Reporting Keyboard Shortcuts for Word 2010" on page 24
- "Office 2013 Data Provider Keyboard Equivalents" on page 25
  - o "Data Provider Ribbon Keyboard Equivalents for Excel 2013" on page 26
  - o "Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2013" on page 27
  - o "Oracle BI EE Ribbon Keyboard Equivalents for Office 2013" on page 29
  - o "Enterprise Performance Reporting Keyboard Shortcuts for Excel 2013" on page 30
  - o "Enterprise Performance Reporting Keyboard Shortcuts for Word 2013" on page 30
- "Smart View Panel Navigation" on page 31
- "Smart Query Panel Navigation" on page 32
- "Smart Query Ribbon Keyboard Equivalents" on page 32
  - o "Smart Query Ribbon Keyboard Equivalents for Office 2007" on page 32
  - o "Smart Query Ribbon Keyboard Equivalents for Office 2010" on page 33
  - o "Smart Query Ribbon Keyboard Equivalents for Office 2013" on page 34

### **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

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	Сору
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

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

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+0	Diagnostics Options
Alt+S+D+1	Save Document

# Smart View Ribbon Keyboard Equivalents for Excel 2010

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

### Smart View Ribbon Keyboard Equivalents for Excel 2013

Table 3	Smart View Ribbon Key	board Equivalents fo	r Excel 2013 (assur	nes Smart View ribbon is Alt+S)
	official view habben hey	bourd Equivarents io	1 EXCCI 2010 (03301	

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

### 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+
--

Keys	Action	
Alt+S+2	Display Smart View ribbon	
Alt+S+2+P	Panel	
Alt+S+2+C	Connections	
Alt+S+2+C+0	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+0	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+0	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	Сору
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**

- Data Provider Ribbon Keyboard Equivalents for Excel 2007
- Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007
- Oracle BI EE Ribbon Keyboard Equivalents for Office 2007
- Enterprise Performance Reporting Keyboard Shortcuts for Excel 2007
- Enterprise Performance Reporting Keyboard Shortcuts for Word 2007

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

Exceptions are noted in parentheses.

### **Data Provider Ribbon Keyboard Equivalents for Excel 2007**

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)	

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

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+0+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+D+0+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+0+2+0	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

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)

Кеу	Action
Alt+Y+1+Y+1	View Designer
Alt+Y+1+Y+2	Publish View

Кеу	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	Сору
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**

Кеу	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 9 Enterprise Performance Reporting Keyboard Shortcuts for Excel 2007 (assumes Performance Reporting Ribbon is Alt+Y)

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

### **Enterprise Performance Reporting Keyboard Shortcuts for Word 2007**

Кеу	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+2 Alt+Y+Y+3	Filter Comments Hide Anchor, Show Anchor
Alt+Y+Y+3	Hide Anchor, Show Anchor
Alt+Y+Y+3 Alt+Y+Y+4	Hide Anchor, Show Anchor Mark Review Complete
Alt+Y+Y+3 Alt+Y+Y+4 Alt+Y+Y+5	Hide Anchor, Show Anchor Mark Review Complete Refresh Comments
Alt+Y+Y+3 Alt+Y+Y+4 Alt+Y+Y+5 Alt+Y+Y+8	Hide Anchor, Show Anchor Mark Review Complete Refresh Comments Inspect
Alt+Y+Y+3 Alt+Y+Y+4 Alt+Y+Y+5 Alt+Y+Y+8 Alt+Y+Y+9	Hide Anchor, Show Anchor Mark Review Complete Refresh Comments Inspect Sync
Alt+Y+Y+3 Alt+Y+Y+4 Alt+Y+Y+5 Alt+Y+Y+8 Alt+Y+Y+9 Sign Off Ribbon	Hide Anchor, Show Anchor Mark Review Complete Refresh Comments Inspect Sync Sign Off Ribbon
Alt+Y+Y+3 Alt+Y+Y+4 Alt+Y+Y+5 Alt+Y+Y+8 Alt+Y+Y+9 <b>Sign Off Ribbon</b> Alt+Y+Y+1	Hide Anchor, Show Anchor Mark Review Complete Refresh Comments Inspect Sync Sign Off Ribbon Sign Off

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

### **Office 2010 Data Provider Keyboard Equivalents**

#### **Subtopics**

- Data Provider Ribbon Keyboard Equivalents for Excel 2010
- Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 32-bit
- Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 64-bit
- Oracle BI EE Ribbon Keyboard Equivalents for Office 2010
- Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010
- Enterprise Performance Reporting Keyboard Shortcuts for Word 2010

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

Exceptions are noted in parentheses.

### **Data Provider Ribbon Keyboard Equivalents for Excel 2010**

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

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

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+0+2	Consolidate (HFM and Enterprise only)
Alt+Y+1+D+0+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+1+D+0+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+1+D+0+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+1+D+0+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+1+D+0+2+0	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+0	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+0	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

Кеу	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	Сору
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**

Кеу	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

Table 15 Enterprise Performance Reporting Keyboard Shortcuts for Excel 2010 (assumes Performance Reporting Ribbon is Alt+Y)

### **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)

Кеу	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

Кеу	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

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)

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

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

Кеу	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	Сору
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**

Кеу	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

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

### **Enterprise Performance Reporting Keyboard Shortcuts for Word 2013**

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

Кеу	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

Кеу	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 F	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 past 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
----------	-------------	-----------------	-------------	-----------------

Кеу	Action
Alt+Y+Y+0+1	Analyze

Кеу	Action
Alt+Y+Y+0+2	Designer Panel
Alt+Y+Y+0+3	Сору
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

Key	Action
Alt+Y+1+Y+3	Analyze
Alt+Y+1+Y+4	Designer Panel
Alt+Y+1+Y+5	Сору
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

 Table 25
 Smart Query Ribbon Keyboard Equivalents for Office 2010

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**

Кеу	Action
Alt+Y+1+Y+2	Analyze
Alt+Y+1+Y+3	Designer Panel
Alt+Y+1+Y+4	Сору
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

 Table 26
 Smart Query Ribbon Keyboard Equivalents for Office 2013

# **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 

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

\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.

#### COPYRIGHT NOTICE

Smart View Accessibility Guide, 11.1.2.5.410

Copyright © 2004, 2015, Oracle and/or its affiliates. All rights reserved.

Authors: EPM Information Development Team

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

#### U.S. GOVERNMENT END USERS:

Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/ or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

