Oracle® Smart View for Office
Accessibility Guide

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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.

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2
Enabling Accessibility for Smart View

After reviewing this chapter, you are familiar working with JAWS® for Oracle Smart View for Office .

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 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.

Working with JAWS

If you are using JAWS® Screen Reading Software:

- Oracle recommends using the Microsoft Edge Chromium 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

Smart View Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the Smart View ribbon in Excel 2010.

Table 3-1   Smart View Ribbon Keyboard Equivalents for Excel 2010 (assumes Smart View ribbon is Alt+S)

Keys	Action
Alt+S	Display Smart View ribbon
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections
Alt+S+C+E	Connections, Reset to Default Connection
Alt+S+C+O	Connections, Reporting and Analysis Document
Alt+S+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+S+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+S+C+U	Connections, Recently Used
Alt+S+Y+E+N	Undo
Alt+S+Y+E+D	Redo
Alt+S+Y+E+C	Copy
Alt+S+Y+E+V	Paste
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+F	Functions, Fix Links
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+Y+2+R	Refresh, Refresh
Alt+S+Y+2+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, Documentation
Alt+S+H+E	Help, Health Check
Alt+S+H+Z	Help, About

Table 3-1   (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2010 (assumes Smart View ribbon is Alt+S)

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

Smart View Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Excel 2013.

Table 3-2   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

Table 3-2   (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2013 (assumes Smart View ribbon is Alt+S)

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

Smart View Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Excel 2016.

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

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

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

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

Smart View Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Excel 2019.

Table 3-4   Smart View Ribbon Keyboard Equivalents for Excel 2019 (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+C+A	Connections, All Named Connections
Alt+S+E+N	Undo
Alt+S+E+D	Redo
Alt+S+E+C	Copy
Alt+S+E+V	Paste

Table 3-4   (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2019 (assumes Smart View ribbon is Alt+S)

Keys	Action
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	Refresh
Alt+S+D+R+R	Refresh, Refresh
Alt+S+D+R+S	Refresh, Refresh All Worksheets
Alt+S+D+S	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+E	Help, Health Check
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+4, if not connected to data source Alt+S+Y+5, when connected to data source	Start Diagnostics; Stop Diagnostics
Alt+S+Y+5, if not connected to data source Alt+S+Y+6, when connected to data source	Clear Diagnostics Folder
Alt+S+Y+6, if not connected to data source Alt+S+Y+7 when connected to data source	Take Screenshot
Alt+S+Y+7, if not connected to data source Alt+S+Y+8, when connected to data source	Create Archive
Alt+S+Y+8, if not connected to data source Alt+S+Y+9	Diagnostics Options
Alt+S+Y+9, if not connected to data source Alt+S+Y+Y+A, when connected to data source	Save Document

Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010

Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Word and PowerPoint 2010.

Table 3-5   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, 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)

Table 3-5   (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+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

Displays the keyboard equivalents for items on the Oracle Smart View for Office ribbon in Word and PowerPoint 2013.

Table 3-6   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
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, 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 2013 (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 2016

Displays the keyboard equivalents for items on the Smart View ribbon in Word and PowerPoint 2016.

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

Keys	Action
Alt+Y+2	Display Smart View ribbon
Alt+Y+2+P	Panel
Alt+Y+2+C	Connections
Alt+Y+2+C+O	Connections, Reporting and Analysis Document
Alt+Y+2+C+O+C	Connections, Reporting and Analysis Document, Create Template
Alt+Y+2+C+O+R	Connections, Reporting and Analysis Document, Refresh Template
Alt+Y+2+C+O+E	Connections, Reporting and Analysis Document, Edit
Alt+Y+2+C+O+C	Connections, Reporting and Analysis Document, Edit Connection
Alt+Y+2+C+U	Connections, Recently Used
Alt+Y+2+Y+3	Copy
Alt+Y+2+Y+4	Paste
Alt+Y+2+Y+5	Manage POV
Alt+Y+2+Y+6+R	Refresh
Alt+Y+2+Y+6+A	Refresh, Refresh (PowerPoint)
Alt+Y+2+Y+6+S	Refresh, Refresh All Slides (PowerPoint)

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

Keys	Action
Alt+Y+2+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)
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

Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2019

Displays the keyboard equivalents for items on the Smart View ribbon in Word and PowerPoint 2019.

Table 3-8   Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2019 (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+3	Copy
Alt+Y+1+Y+4	Paste
Alt+Y+1+Y+5	Manage POV

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Table 3-8 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2019 (assumes Smart View ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+Y+6+R	Refresh
Alt+Y+1+Y+6+A	Refresh, Refresh (PowerPoint)
Alt+Y+1+Y+6+S	Refresh, Refresh All Slides (PowerPoint)
Alt+Y+1+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+1+I	Import Metadata (PowerPoint)
Alt+Y+1+Y+8	Start Diagnostics; Stop Diagnostics
Alt+Y+1+Y+9	Clear Diagnostics Folder
Alt+Y+1+Y+A	Take Screenshot
Alt+Y+1+Y+B	Create Archive
Alt+Y+1+Y+C	Diagnostics Options
Alt+Y+1+Y+D	Save Document

4
Office 2010 Data Provider Keyboard Equivalents

Related Topics

- Planning Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the Planning ribbon for Excel 2010.

- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2010.

- Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2010.

- FCCS (Financial Consolidation and Close) Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2010.

- FCCS (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2010.

- TRCS (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2010.

- TRCS (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2010.

- Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc ribbon for Excel 2010.

- Narrative Reporting Keyboard Equivalents for Word, PowerPoint, and Excel 2010
  Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word and PowerPoint 2010.

- Essbase Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2010.

- Oracle BI EE Ribbon Keyboard Equivalents for Office 2010
  Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel 2010.

- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the HFM ribbon for Excel 2010.

- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2010.

- Oracle Journals Ribbon Keyboard Equivalents for Excel 2010
  Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2010.

Planning Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the Planning ribbon for Excel 2010.

Table 4-1   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
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-premises only)
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning on-premises only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning on-premises only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning on-premises 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
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

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

Keys	Action
Alt+Y+1+Y+4	Copy Version

Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2010.

Table 4-2   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
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

Table 4-2   (Cont.) Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes Planning Ad Hoc ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+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 Profitability and Cost Management Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2010.

Table 4-3   Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon for Profitability and Cost Management 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

Table 4-3 (Cont.) Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+1)

Keys	Action
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+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
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
Alt+Y+1+Q+Q	Query
Alt+Y+1+Q+Q+Q	Query, Query Designer
Alt+Y+1+Q+Q+R	Query, Run Report
Alt+Y+1+Q+Q+D	Query, Data Filter
Alt+Y+1+Q+Q+S	Query, Smart Query
Alt+Y+1+Q+E	Query, Manage & Execute Queries

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

Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2010.

Table 4-4   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
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 (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2010.

Table 4-5   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
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 (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2010.

Table 4-6   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 (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2010.

Table 4-7   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
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

Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc ribbon for Excel 2010.

Table 4-8   Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes Narrative 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
Alt+Y+D+O	POV (displays the POV toolbar)
Alt+Y+D+Z	Visualize
Alt+Y+D+Z+E	Visualize in Excel

Narrative Reporting Keyboard Equivalents for Word, PowerPoint, and Excel 2010

Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word and PowerPoint 2010.

Table 4-9   Narrative Reporting Ribbon Keyboard Equivalents for Word and PowerPoint 2010 (assumes Narrative 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

Table 4-9   (Cont.) Narrative Reporting Ribbon Keyboard Equivalents for Word and PowerPoint 2010 (assumes Narrative Reporting Ad Hoc Ribbon is Alt+Y+2)

Key	Action
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
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 Show Anchor
Alt+Y+2+L	Mark Review Complete Reopen for Comments
Alt+Y+2+R	Refresh Comments
Alt+Y+2+I	Inspect
Alt+Y+2+S	Sync
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

Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2010.

Table 4-10   Essbase Ribbon Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon is Alt+Y+1)

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

Table 4-10   (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon is Alt+Y+1)

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
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
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+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+P	Insert Properties
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
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
Alt+Y+1+Q+Q	Query
Alt+Y+1+Q+Q+Q	Query, Query Designer

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Table 4-10   (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2010 (assumes Essbase ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+Q+Q+R	Query, Run Report
Alt+Y+1+Q+Q+D	Query, Data Filter
Alt+Y+1+Q+Q+S	Query, Smart Query
Alt+Y+1+Q+E	Manage and Execute Queries

Oracle BI EE Ribbon Keyboard Equivalents for Office 2010

Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel 2010.

Table 4-11   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+P	View Properties
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

Displays the keyboard equivalents for items on the HFM ribbon 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
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

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

Keys	Action
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 2010

Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2010.

Table 4-13 HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes HFM 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
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

Table 4-13   (Cont.) HFM Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes HFM Ad Hoc ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+D+R+A	Refresh, Refresh All Worksheets
Alt+Y+1+D+Y+2	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+3	Consolidate
Alt+Y+1+Y+3+N	Consolidate, Consolidate
Alt+Y+1+Y+3+S	Consolidate, Consolidate All
Alt+Y+1+Y+3+L	Consolidate, Consolidate All With Data
Alt+Y+1+Y+3+A	Consolidate, Calculate Contribution
Alt+Y+1+Y+3+O	Consolidate, Force Calculate Contribution
Alt+Y+1+D+D	Drill-through
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+Z	Visualize
Alt+Y+1+N	Entity Details (assumes Oracle Journals extensions is installed)
Alt+Y+1+T	Create Journal (assumes Oracle Journals extensions 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 2010

Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2010.

Table 4-14   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

Table 4-14 (Cont.) Oracle Journals Ribbon Keyboard Equivalents for Excel 2010 (assumes Oracle Journals ribbon is Alt+J)

Keys	Action
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

5
Office 2013 Data Provider Keyboard Equivalents

Related Topics

- Planning Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the Planning ribbon for Excel 2013.

- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2013.

- Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2013.

- FCCS (Financial Consolidation and Close) Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2013.

- FCCS (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2013.

- TRCS (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2013.

- TRCS (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2013.

- Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc Ribbon for Excel 2013.

- Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013
  Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word, PowerPoint, and Excel 2013.

- Essbase Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2013.

- Oracle BI EE Ribbon Keyboard Equivalents for Office 2013
  Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel 2013.

- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the HFM ribbon for Excel 2013.

- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2013.

- Oracle Journals Ribbon Keyboard Equivalents for Excel 2013
  Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2013.

Planning Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the Planning ribbon for Excel 2013.

Table 5-1   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
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-premises only)
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning on-premises only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning on-premises only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning on-premises 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
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

Table 5-1   (Cont.) Planning Ribbon Keyboard Equivalents for Excel 2013 (assumes provider ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+Y+5	Copy Version

Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2013.

Table 5-2   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
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

Table 5-2   (Cont.) Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes Planning Ad Hoc ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+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 Profitability and Cost Management Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2013.

Table 5-3   Essbase Ribbon for Profitability and Cost Management 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

Table 5-3   (Cont.) Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+A+I	Member Selection
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
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
Alt+Y+1+Q+Q	Query
Alt+Y+1+Q+Q+Q	Query, Query Designer
Alt+Y+1+Q+Q+R	Query, Run Report
Alt+Y+1+Q+Q+D	Query, Data Filter
Alt+Y+1+Q+Q+S	Query, Smart Query
Alt+Y+1+Q+E	Query, Manage & Execute Queries

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

Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2013.

Table 5-4   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
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 (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2013.

Table 5-5   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
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 (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2013.

Table 5-6   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 (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2013.

Table 5-7   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
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

Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2013

Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc Ribbon for Excel 2013.

Table 5-8   Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes Narrative Reporting Ad Hoc Ribbon is Alt+Y)

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

Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013

Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word, PowerPoint, and Excel 2013.

Table 5-9   Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013 (assumes Narrative Reporting Ribbon is Alt+Y2)

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

Table 5-9   (Cont.) Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013 (assumes Narrative Reporting Ribbon is Alt+Y+2)

Key	Action
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
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

Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2013.

Table 5-10   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

Table 5-10   (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)

Keys	Action
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
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+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+P	Insert Properties
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
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
Alt+Y+1+Q+Q	Query
Alt+Y+1+Q+Q+Q	Query, Query Designer
Alt+Y+1+Q+Q+R	Query, Run Report
Alt+Y+1+Q+Q+D	Query, Data Filter

Table 5-10   (Cont.) Essbase Ribbon Keyboard Equivalents for Excel 2013 (assumes Essbase ribbon is Alt+Y+1)

Keys	Action
Alt+Y+1+Q+Q+S	Query, Smart Query
Alt+Y+1+Q+E	Manage & Execute Queries

Oracle BI EE Ribbon Keyboard Equivalents for Office 2013

Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel 2013.

Table 5-11   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+P	View Properties
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

Displays the keyboard equivalents for items on the HFM ribbon for Excel 2013.

Table 5-12   HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM ribbon is Alt+Y+1)

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

Table 5-12   (Cont.) HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM ribbon is Alt+Y+1)

Keys	Action
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

Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2013.

Table 5-13   HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM 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
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

Table 5-13   (Cont.) HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes HFM Ad Hoc ribbon is Alt+Y+1)

Keys	Action
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
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

Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2013.

Table 5-14   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

Table 5-14   (Cont.) Oracle Journals Ribbon Keyboard Equivalents for Excel 2013 (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

6
Office 2016 Data Provider Keyboard Equivalents

Related Topics

- Planning Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the Planning ribbon for Excel 2016.

- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2016.

- Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2016.

- FCCS (Financial Consolidation and Close) Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2016.

- FCCS (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2016.

- TRCS (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2016.

- TRCS (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2016.

- Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc Ribbon for Excel 2016.

- Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2016
  Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word and PowerPoint 2016.

- Essbase Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2016.

- Oracle BI EE Ribbon Keyboard Equivalents for Office 2016
  Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel, Word, and PowerPoint 2016.

- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the HFM ribbon for Excel 2016.

- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2016.

- Oracle Journals Ribbon Keyboard Equivalents for Excel 2016
  Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2016.

Planning Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the Planning ribbon for Excel 2016.

Table 6-1   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
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-premises only)
Alt+Y+2+D+M+F+T	More, Offline, Take Offline (Planning on-premises only)
Alt+Y+2+D+M+F+Y	More, Offline, Sync Back to Server (Planning on-premises only)
Alt+Y+2+D+M+F+R	More, Offline, Refresh Offline Definition (Planning on-premises 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
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

Table 6-1   (Cont.) Planning Ribbon Keyboard Equivalents for Excel 2016 (assumes provider ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+5	Copy Version

Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2016.

Table 6-2   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
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

Table 6-2   (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+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 Profitability and Cost Management Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2016.

Table 6-3   Essbase Ribbons for Profitability and Cost Management Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon for Profitability and Cost Management 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

Table 6-3   (Cont.) Essbase Ribbons for Profitability and Cost Management Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+2)

Keys	Action
Alt+Y+2+A+O	Remove Only
Alt+Y+2+Y+I	Member Selection
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
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
Alt+Y+2+Q+Q	Query
Alt+Y+2+Q+Q+Q	Query, Query Designer
Alt+Y+2+Q+Q+R	Query, Run Report
Alt+Y+2+Q+Q+D	Query, Data Filter
Alt+Y+2+Q+Q+S	Query, Smart Query
Alt+Y+2+Q+E	Query, Execute MDX

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

Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2016.

Table 6-4   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
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 (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2016.

Table 6-5   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
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 (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2016.

Table 6-6   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 (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2016.

Table 6-7   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
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

Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2016

Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc Ribbon for Excel 2016.

Table 6-8   Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes Narrative 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
Alt+Y+2+D+Z+E	Visualize in Excel

Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2016

Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word and PowerPoint 2016.

Table 6-9   Narrative Reporting Ribbon Keyboard Equivalents for Word and PowerPoint 2016 (assumes Narrative 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

Table 6-9   (Cont.) Narrative Reporting Ribbon Keyboard Equivalents for Word and PowerPoint 2016 (assumes Narrative Reporting Ribbon is Alt+Y+3)

Key	Action
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
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 Show Anchor
Alt+Y+3+L	Mark Review Complete Reopen for Comments
Alt+Y+3+C	Refresh Comments
Alt+Y+3+I	Inspect
Alt+Y+3+S	Sync
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

Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2016.

Table 6-10   Essbase Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon is Alt+Y+2)

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

Table 6-10   (Cont.) Essbase Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+A+Z+N	Zoom In, Next Level
Alt+Y+2+A+Z+A	Zoom In, All Levels
Alt+Y+2+A+Z+B	Zoom In, Bottom Level
Alt+Y+2+A+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+7	Member Selection
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+P	Insert Properties
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 (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
Alt+Y+2+Q+Q	Query
Alt+Y+2+Q+Q+Q	Query, Query Designer

Table 6-10   (Cont.) Essbase Keyboard Equivalents for Excel 2016 (assumes Essbase ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Q+Q+R	Query, Run Report
Alt+Y+2+Q+Q+D	Query, Data Filter
Alt+Y+2+Q+Q+S	Query, Smart Query
Alt+Y+2+Q+E	Manage & Execute Queries

Oracle BI EE Ribbon Keyboard Equivalents for Office 2016

Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel, Word, and PowerPoint 2016.

Table 6-11   Oracle BI EE Ribbon Keyboard Equivalents for Excel 2016 (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+3+R	Refresh, Refresh
Alt+Y+1+Y+3+W	Refresh, Refresh Workbook Data
Alt+Y+1+Y+4	Edit Prompts
Alt+Y+1+Y+5	Edit Page Prompts
Alt+Y+1+Y+6	View Properties
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
Alt+Y+2+Y+A+M	Mask Data, Mask Data
Alt+Y+2+Y+A+W	Mask Data, Mask Workbook Data

Table 6-12   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 6-13   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

Displays the keyboard equivalents for items on the HFM ribbon for Excel 2016.

Table 6-14   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

Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2016.

Table 6-15   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
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
Alt+Y+2+Y+4+A	Consolidate, Calculate Contribution
Alt+Y+2+Y+4+O	Consolidate, Force Calculate Contribution

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Table 6-15   (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+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

Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2016.

Table 6-16   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
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 2019 Data Provider Keyboard Equivalents

Related Topics

- Planning Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the Planning ribbon for Excel 2019.

- Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2019.

- Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2019.

- FCCS (Financial Consolidation and Close) Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2019.

- FCCS (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2019.

- TRCS (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2019.

- TRCS (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2019.

- Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc Ribbon for Excel 2019.

- Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2019
  Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word and PowerPoint 2019.

- Essbase Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2019.

- Oracle BI EE Ribbon Keyboard Equivalents for Office 2019
  Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel, Word, and PowerPoint 2019.

- HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the HFM ribbon for Excel 2019.

- HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2019.

- Oracle Journals Ribbon Keyboard Equivalents for Excel 2019
  Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2019.

Planning Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the Planning ribbon for Excel 2019.

Table 7-1   Planning Ribbon Keyboard Equivalents for Excel 2019 (assumes provider ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+1	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	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-premises only)
Alt+Y+2+D+M+F+T	More, Offline, Take Offline (Oracle Hyperion Planning on-premises only)
Alt+Y+2+D+M+F+Y	More, Offline, Sync Back to Server (Oracle Hyperion Planning on-premises only)
Alt+Y+2+D+M+F+R	More, Offline, Refresh Offline Definition (Oracle Hyperion Planning on-premises 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
Alt+Y+2+A+C	Apply Formatting, Custom Styles
Alt+Y+2+A+A	Apply Formatting, Custom and Cell Styles
Alt+Y+2+Y+2	Approvals

Table 7-1   (Cont.) Planning Ribbon Keyboard Equivalents for Excel 2019 (assumes provider ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+3	Copy Version

Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the Planning Ad Hoc ribbon for Excel 2019.

Table 7-2   Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (assumes Planning Ad Hoc ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+1	Zoom In
Alt+Y+2+Y+1+N	Zoom In, Next Level
Alt+Y+2+Y+1+A	Zoom In, All Levels
Alt+Y+2+Y+1+B	Zoom In, Bottom Level
Alt+Y+2+Y+2	Zoom Out
Alt+Y+2+Y+3	Pivot
Alt+Y+2+Y+3+P	Pivot, Pivot
Alt+Y+2+Y+3+T	Pivot, Pivot to POV
Alt+Y+2+Y+4	Keep Only
Alt+Y+2+Y+5	Remove Only
Alt+Y+2+Y+6	Member Selection
Alt+Y+2+Y+7	Preserve Format
Alt+Y+2+Y+8	Change Alias
Alt+Y+2+Y+9	Smart Slice
Alt+Y+2+Y+A	Save Ad Hoc Grid
Alt+Y+2+Y+B	Save As Smart Form
Alt+Y+2+Y+C	Cascade
Alt+Y+2+Y+C+S	Cascade, Same Workbook
Alt+Y+2+Y+C+N	Cascade, New Workbook
Alt+Y+2+Y+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	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

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Table 7-2 (Cont.) Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (assumes Planning Ad Hoc ribbon is Alt+Y+2)

Keys	Action
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+D	Approvals
Alt+Y+2+Y+E	Copy Version
Alt+Y+2+Q+Q	Query
Alt+Y+2+Q+Q+Q	Query, Query Designer
Alt+Y+2+Q+Q+R	Query, Run Report
Alt+Y+2+Q+Q+D	Query, Data Filter

Essbase Ribbon for Profitability and Cost Management Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the Essbase ribbon for Profitability and Cost Management in Excel 2019.

Table 7-3 Essbase Ribbons for Profitability and Cost Management Keyboard Equivalents for Excel 2019 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+1	Zoom In
Alt+Y+2+Y+1+N	Zoom In, Next Level
Alt+Y+2+Y+1+A	Zoom In, All Levels
Alt+Y+2+Y+1+B	Zoom In, Bottom Level
Alt+Y+2+Y+1+E	Zoom In, Same Level
Alt+Y+2+Y+1+L	Zoom In, Sibling Level
Alt+Y+2+Y+1+G	Zoom In, Same Generation
Alt+Y+2+Y+1+F	Zoom In, Formulas
Alt+Y+2+Y+2	Zoom Out
Alt+Y+2+Y+3	Pivot
Alt+Y+2+Y+3+P	Pivot, Pivot
Alt+Y+2+Y+3+T	Pivot, Pivot to POV
Alt+Y+2+Y+4	Keep Only

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Table 7-3   (Cont.) Essbase Ribbons for Profitability and Cost Management Keyboard Equivalents for Excel 2019 (assumes Essbase ribbon for Profitability and Cost Management is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+5	Remove Only
Alt+Y+2+Y+6	Member Selection
Alt+Y+2+Y+7	Cell Information
Alt+Y+2+Y+8	Preserve Format
Alt+Y+2+Y+9	Change Alias
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+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
Alt+Y+2+Q+Q	Query
Alt+Y+2+Q+Q+Q	Query, Query Designer
Alt+Y+2+Q+Q+R	Query, Run Report
Alt+Y+2+Q+Q+D	Query, Data Filter
Alt+Y+2+Q+Q+S	Query, Smart Query
Alt+Y+2+Q+E	Query, Execute MDX

FCCS (Financial Consolidation and Close) Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the FCCS ribbon for Excel 2019.

Table 7-4   FCCS Ribbon Keyboard Equivalents for Excel 2019 (assumes FCCS ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y	Analyze
Alt+Y+2+D+R	Refresh

Table 7-4   (Cont.) FCCS Ribbon Keyboard Equivalents for Excel 2019 (assumes FCCS ribbon is Alt+Y+2)

Keys	Action
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+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+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 (Financial Consolidation and Close) Ad Hoc Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the FCCS Ad Hoc ribbon for Excel 2019.

Table 7-5   FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (assumes FCCS Ad Hoc ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+1	Zoom In
Alt+Y+2+Y+1+N	Zoom In, Next Level
Alt+Y+2+Y+1+A	Zoom In, All Levels

Table 7-5   (Cont.) FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (assumes FCCS Ad Hoc ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y+1+B	Zoom In, Bottom Level
Alt+Y+2+Y+2	Zoom Out
Alt+Y+2+Y+3	Pivot
Alt+Y+2+Y+3+P	Pivot, Pivot
Alt+Y+2+Y+3+T	Pivot, Pivot to POV
Alt+Y+2+Y+4	Keep Only
Alt+Y+2+Y+5	Remove Only
Alt+Y+2+Y+6	Member Selection
Alt+Y+2+Y+7	Change Alias
Alt+Y+2+Y+8	Save Ad Hoc Grid
Alt+Y+2+Y+9	Save as Smart Form
Alt+Y+2+Y+A	Cascade
Alt+Y+2+Y+A+S	Cascade, Same Workbook
Alt+Y+2+Y+A+N	Cascade, New Workbook
Alt+Y+2+Y+A+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	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+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+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, Submit Data Without Refresh
Alt+Y+2+D+S+R	Submit Data, Submit Data Range
Alt+Y+2+Q+Q	Query Designer
Alt+Y+2+Q+Q+Q	Query Designer, Query Designer
Alt+Y+2+Q+Q+R	Query Designer, Run Report
Alt+Y+2+Q+Q+D	Query Designer, Data Filter

TRCS (Tax Reporting) Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the TRCS ribbon for Excel 2019.

Table 7-6   TRCS Ribbon Keyboard Equivalents for Excel 2019 (assumes provider ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+Y	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+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+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 (Tax Reporting) Ad Hoc Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the TRCS Ad Hoc ribbon for Excel 2019.

Table 7-7   TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (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
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

Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the Narrative Reporting Ad Hoc Ribbon for Excel 2019.

Table 7-8   Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (assumes Narrative Reporting Ad Hoc Ribbon is Alt+Y+2)

Key	Action
Alt+Y+2+Y+1	Zoom In
Alt+Y+2+Y+1+N	Zoom In, Next Level
Alt+Y+2+Y+1+A	Zoom In, All Levels
Alt+Y+2+Y+1+B	Zoom In, Bottom Level
Alt+Y+2+Y+2	Zoom Out
Alt+Y+2+Y+3	Pivot
Alt+Y+2+Y+3+P	Pivot (between rows and columns, or from page dimension cells to grid)
Alt+Y+2+Y+2+T	Pivot To POV
Alt+Y+2+Y+4	Keep Only
Alt+Y+2+Y+5	Remove Only
Alt+Y+2+Y+6	Member Selection
Alt+Y+2+Y+7	Change Alias
Alt+Y+2+D+R	Refresh
Alt+Y+2+D+R+R	Refresh, Refresh (current worksheet)
Alt+Y+2+D+R+S	Refresh All Worksheets
Alt+Y+2+D+O	POV (displays the POV toolbar)
Alt+Y+2+D+Z	Visualize
Alt+Y+2+D+Z+E	Visualize in Excel
Alt+Y+2+S	Save
Alt+Y+2+C	Clear
Alt+Y+2+Y+8	Apply
Alt+Y+2+Y+8+N	Apply, None
Alt+Y+2+Y+8+Y	Apply, Cell Styles
Alt+Y+2+Y+8+C	Apply, Custom Styles
Alt+Y+2+Y+8+A	Apply, Custom and Cell Styles

Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2019

Displays the keyboard equivalents for items on the Narrative Reporting ribbon for Word and PowerPoint 2019.

Table 7-9   Narrative Reporting Ribbon Keyboard Equivalents for Word and PowerPoint 2019 (assumes Narrative 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
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 Show Anchor
Alt+Y+3+L	Mark Review Complete Reopen for Comments
Alt+Y+3+C	Refresh Comments
Alt+Y+3+I	Inspect
Alt+Y+3+S	Sync
Sign Off Ribbon	**Sign Off Ribbon**
Alt+Y+3+O	Sign Off
Alt+Y+3+R	Reject Sign Off
Alt+Y+3+I	Inspect

Table 7-9   (Cont.) Narrative Reporting Ribbon Keyboard Equivalents for Word and PowerPoint 2019 (assumes Narrative Reporting Ribbon is Alt+Y+3)

Key	Action
Alt+Y+3+S	Sync

Essbase Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the Essbase ribbon for Excel 2019.

Table 7-10   Essbase Keyboard Equivalents for Excel 2019 (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
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+A+I	Member Selection
Alt+Y+2+A+E	Cell 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+P	Insert Properties
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

Table 7-10   (Cont.) Essbase Keyboard Equivalents for Excel 2019 (assumes Essbase ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+D+Z	Visualize
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
Alt+Y+2+Q+Q	Query
Alt+Y+2+Q+Q+Q	Query, Query Designer
Alt+Y+2+Q+Q+R	Query, Run Report
Alt+Y+2+Q+Q+D	Query, Data Filter
Alt+Y+2+Q+Q+S	Query, Smart Query
Alt+Y+2+Q+E	Manage & Execute Queries

Oracle BI EE Ribbon Keyboard Equivalents for Office 2019

Displays the keyboard equivalents for items on the Oracle BI EE ribbon for Excel, Word, and PowerPoint 2019.

Table 7-11   Oracle BI EE Ribbon Keyboard Equivalents for Excel 2019 (assumes Oracle BI EE Ribbon is Alt+Y+2)

Key	Action
Alt+Y+2+Y+1	View Designer
Alt+Y+2+Y+2	Publish View
Alt+Y+2+Y+3	Refresh
Alt+Y+2+Y+3+R	Refresh, Refresh
Alt+Y+2+Y+3+W	Refresh, Refresh Workbook Data
Alt+Y+2+Y+4	Edit Prompts
Alt+Y+2+Y+5	Edit Page Prompts
Alt+Y+2+Y+P	View Properties
Alt+Y+2+Y+6	Copy
Alt+Y+2+Y+7	Paste
Alt+Y+2+Y+8	Delete
Alt+Y+2+Y+9	Mask Data
Alt+Y+2+Y+9+M	Mask Data, Mask Data
Alt+Y+2+Y+9+W	Mask Data, Mask Workbook Data

Table 7-12   Oracle BI EE Ribbon Keyboard Equivalents for Word 2019 (assumes Oracle BI EE Ribbon is Alt+Y+3)

Key	Action
Alt+Y+3+Y+1	View Designer
Alt+Y+3+Y+2	Publish View
Alt+Y+3+R	Refresh
Alt+Y+3+Y+3	Edit Prompts
Alt+Y+3+Y+4	Edit Page Prompts
Alt+Y+3+P	View Properties
Alt+Y+3+Y+5	Copy
Alt+Y+3+Y+6	Paste
Alt+Y+3+Y+7	Delete
Alt+Y+3+M	Mask Data

Table 7-13   Oracle BI EE Ribbon Keyboard Equivalents for PowerPoint 2019 (assumes Oracle BI EE Ribbon is Alt+Y+2)

Key	Action
Alt+Y+2+Y+1	View Designer
Alt+Y+2+Y+2	Publish View
Alt+Y+2+Y+3	Refresh
Alt+Y+2+Y+3+R	Refresh, Refresh
Alt+Y+2+Y+3+W	Refresh, Refresh Workbook Data
Alt+Y+2+Y+4	Edit Prompts
Alt+Y+2+Y+5	Edit Page Prompts
Alt+Y+2+P	View Properties
Alt+Y+2+Y+6	Copy
Alt+Y+2+Y+7	Paste
Alt+Y+2+Y+8	Delete
Alt+Y+2+Y+9	Mask Data
Alt+Y+2+Y+9+M	Mask Data, Mask Data
Alt+Y+2+Y+9+P	Mask Data, Mask Presentation Data

HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the HFM ribbon for Excel 2019.

Table 7-14   HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2019 (assumes HFM ribbon is Alt+Y+2)

Keys	Action
Alt+Y+2+D+R	Refresh
Alt+Y+2+D+R+R	Refresh, Refresh

Table 7-14   (Cont.) HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2019 (assumes HFM ribbon is Alt+Y+2)

Keys	Action
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 2019

Displays the keyboard equivalents for items on the HFM Ad Hoc ribbon for Excel 2019.

Table 7-15   HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (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
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+E	Cell 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

Table 7-15   (Cont.) HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2019 (assumes HFM Ad Hoc 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 Worksheets
Alt+Y+2+Y+1	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+2	Consolidate
Alt+Y+2+Y+2+N	Consolidate, Consolidate
Alt+Y+2+Y+2+S	Consolidate, Consolidate All
Alt+Y+2+Y+2+L	Consolidate, Consolidate All With Data
Alt+Y+2+Y+2+A	Consolidate, Calculate Contribution
Alt+Y+2+Y+2+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
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

Oracle Journals Ribbon Keyboard Equivalents for Excel 2019

Displays the keyboard equivalents for items on the Oracle Journals ribbon for Excel 2019.

Table 7-16   Oracle Journals Ribbon Keyboard Equivalents for Excel 2019 (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

8

Smart View Panel Navigation

The keys for navigating in the Oracle Smart View for Office Panel are displayed.

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	Move between the Smart View Panel and Office components such as the active application window or ribbon
Tab	Move through Smart View Panel from top to bottom
Shift+Tab	Move through Smart View Panel from bottom to top
Up and down arrow keys	Scroll through items in tree view Activate the drop-down menu on the Home button and Go button
Left and right arrow keys	In toolbars, move through buttons In tree views, expand or collapse a node
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 2010

Table 11-1   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
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 11-2   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

Table 11-2   (Cont.) Smart Query Ribbon Keyboard Equivalents for Office 2013 (assumes Smart Query ribbon is Alt+Y+1)

Key	Action
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 11-3   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

Smart Query Ribbon Keyboard Equivalents for Office 2019

Table 11-4   Smart Query Ribbon Keyboard Equivalents for Office 2019 (assumes Smart Query ribbon is Alt+Y+2)

Key	Action
Alt+Y+2+Y+1	Analyze
Alt+Y+2+Y+2	Designer Panel
Alt+Y+2+Y+3	Copy
Alt+Y+2+Y+4	Paste
Alt+Y+2+Y+5	Save
Alt+Y+2+Y+6	Open
Alt+Y+2+Y+7	Refresh
Alt+Y+2+Y+8	Automatic Refresh

Table 11-4   (Cont.) Smart Query Ribbon Keyboard Equivalents for Office 2019 (assumes Smart Query ribbon is Alt+Y+2)

Key	Action
Alt+Y+2+Y+9	Change Alias
Alt+Y+2+Y+9+N,	Change Alias, None
Alt+Y+2+Y+9+M, then use Up and Down arrow keys to select an alias table	Change Alias, More Alias Tables
Alt+Y+2+Y+A	Indentation
Alt+Y+2+Y+B	Show Distinct Member Names
Alt+Y+2+Y+C	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.