

# Oracle® Smart View for Office Accessibility Guide



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

Oracle Smart View for Office Accessibility Guide, Release 11.1.2.5.900

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# Contents

## Documentation Accessibility

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### 1 Welcome to Smart View Accessibility

---

### 2 Enabling Accessibility for Smart View

---

### 3 Smart View Ribbon Keyboard Equivalents

---

|   |     |
|---|-----|
| Smart View Ribbon Keyboard Equivalents for Excel 2010               | 3-1 |
| Smart View Ribbon Keyboard Equivalents for Excel 2013               | 3-3 |
| Smart View Ribbon Keyboard Equivalents for Excel 2016               | 3-4 |
| Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 | 3-6 |
| Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2013 | 3-7 |
| Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2016 | 3-8 |

### 4 Office 2010 Data Provider Keyboard Equivalents

---

|   |     |
|---|-----|
| Planning Ribbon Keyboard Equivalents for Excel 2010   | 4-1 |
| Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010  | 4-3 |
| Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2010   | 4-4 |
| FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2010        | 4-5 |
| FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 | 4-6 |
| TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2010                            | 4-7 |
| TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010                     | 4-8 |
| Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2010                                   | 4-9 |

|   |      |
|---|------|
| Narrative Reporting Keyboard Equivalents for Word, PowerPoint, and Excel 2010 | 4-10 |
| Essbase Ribbon Keyboard Equivalents for Excel 2010                            | 4-11 |
| Oracle BI EE Ribbon Keyboard Equivalents for Office 2010                      | 4-12 |
| HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2010         | 4-13 |
| HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010  | 4-13 |
| Oracle Journals Ribbon Keyboard Equivalents for Excel 2010                    | 4-15 |

## 5 Office 2013 Data Provider Keyboard Equivalents

---

|   |      |
|---|------|
| Planning Ribbon Keyboard Equivalents for Excel 2013   | 5-1  |
| Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013  | 5-3  |
| Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2013   | 5-4  |
| FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2013        | 5-5  |
| FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 | 5-6  |
| TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2013                            | 5-7  |
| TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013                     | 5-8  |
| Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2013                                   | 5-9  |
| Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2013                    | 5-10 |
| Essbase Ribbon Keyboard Equivalents for Excel 2013  | 5-11 |
| Oracle BI EE Ribbon Keyboard Equivalents for Office 2013  | 5-12 |
| HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2013                                   | 5-12 |
| HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013                            | 5-13 |
| Oracle Journals Ribbon Keyboard Equivalents for Excel 2013  | 5-14 |

## 6 Office 2016 Data Provider Keyboard Equivalents

---

|   |     |
|---|-----|
| Planning Ribbon Keyboard Equivalents for Excel 2016   | 6-1 |
| Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016  | 6-3 |
| Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2016   | 6-4 |
| FCCS (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents for Excel 2016        | 6-5 |
| FCCS (Oracle Financial Consolidation and Close Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 | 6-6 |
| TRCS (Oracle Tax Reporting Cloud) Ribbon Keyboard Equivalents for Excel 2016                            | 6-7 |
| TRCS (Oracle Tax Reporting Cloud) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016                     | 6-8 |
| Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2016                                   | 6-9 |

|  |      |
|--|------|
| Narrative Reporting Ribbon Keyboard Equivalents for Word, PowerPoint, and Excel 2016 | 6-10 |
| Essbase Ribbon Keyboard Equivalents for Excel 2016                                   | 6-11 |
| Oracle BI EE Ribbon Keyboard Equivalents for Office 2016                             | 6-12 |
| HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2016                | 6-13 |
| HFM (Financial Management) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016         | 6-14 |
| Oracle Journals Ribbon Keyboard Equivalents for Excel 2016                           | 6-15 |

## 7 Smart View Panel Navigation

---

## 8 Query Designer Panel Navigation

---

## 9 Smart Query Panel Navigation

---

## 10 Smart Query Ribbon Keyboard Equivalents

---

|   |      |
|---|------|
| Smart Query Ribbon Keyboard Equivalents for Office 2010 | 10-1 |
| Smart Query Ribbon Keyboard Equivalents for Office 2013 | 10-1 |
| Smart Query Ribbon Keyboard Equivalents for Office 2016 | 10-2 |

## 11 Installing and Configuring Help Locally

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# Documentation Accessibility

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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.

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/us/corporate/accessibility/support/index.html#info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

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

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

### Enabling JAWS to Read ListView Headers

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

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

To enable JAWS to read ListView headers:

1. Ensure that JAWS is running.
2. Within a ListView, select a row containing data, then press **Insert+F2**.
3. In the **Run JAWS Manager** dialog box, select **Customize ListView** and press **Enter**.  
The **Customize Headers** dialog box is displayed
4. In the **Column Headers** group, select the **Speak Custom Text AND Header** option.
5. Click **OK** to save the changes.

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

# 3

## Smart View Ribbon Keyboard Equivalents

### Related Topics

- [Smart View Ribbon Keyboard Equivalents for Excel 2010](#)  
Displays the keyboard equivalents for items on the Smart View ribbon in Excel 2010.
- [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.
- [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.
- [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.
- [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.
- [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.

## 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  |

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

| Keys                                       | Action   |
|--|--|
| Alt+S+Y+E+D                                | Redo   |
| Alt+S+Y+E+C                                | Copy   |
| Alt+S+Y+E+V                                | Paste  |
| Alt+S+U                                    | Functions  |
| Alt+S+U+M                                  | Functions, Manage POV                                |
| Alt+S+U+B                                  | Functions, Build Function                            |
| Alt+S+U+F                                  | Functions, Fix Links                                 |
| Alt+S+U+Z                                  | Functions, Visualize                                 |
| Alt+S+U+Z+E                                | Functions, Visualize, Excel                          |
| Alt+S+Y+2+R                                | Refresh, Refresh                                     |
| Alt+S+Y+2+A                                | Refresh, Replace and Refresh                         |
| Alt+S+Y+2+S                                | Refresh, Refresh All Worksheets                      |
| Alt+S+Y+3                                  | Submit Data  |
| Alt+S+S                                    | Options  |
| Alt+S+H                                    | Help   |
| Alt+S+H+C                                  | Help, Contents                                       |
| Alt+S+H+P                                  | Help, Oracle User Productivity Kit                   |
| Alt+S+H+S                                  | Help, Technical Support                              |
| Alt+S+H+D                                  | Help, 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 | Start Diagnostics; Stop Diagnostics                  |
| Alt+S+Y+4, when connected to data source   |  |
| Alt+S+Y+4, if not connected to data source | Clear Diagnostics Folder                             |
| Alt+S+Y+5, when connected to data source   |  |
| Alt+S+Y+5, if not connected to data source | Take Screenshot                                      |
| Alt+S+Y+6, when connected to data source   |  |
| Alt+S+Y+6, if not connected to data source | Create Archive                                       |
| Alt+S+Y+7, when connected to data source   |  |
| Alt+S+Y+7, if not connected to data source | Diagnostics Options                                  |
| Alt+S+Y+8, when connected to data source   |  |
| Alt+S+Y+8, if not connected to data source | Save Document  |
| Alt+S+Y+9, when connected to data source   |  |

## Smart View Ribbon Keyboard Equivalents for Excel 2013

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

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

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

## Smart View Ribbon Keyboard Equivalents for 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   |

**Table 3-3 (Cont.) Smart View Ribbon Keyboard Equivalents for Excel 2016 (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+Y+3+R  | Refresh, Refresh                                     |
| Alt+S+Y+3+A  | Refresh, Replace and Refresh                         |
| Alt+S+Y+3+S  | Refresh, Refresh All Worksheets                      |
| Alt+S+Y+4  | Submit Data  |
| Alt+S+S  | Options  |
| Alt+S+H  | Help   |
| Alt+S+H+C  | Help, Contents                                       |
| Alt+S+H+P  | Help, Oracle User Productivity Kit                   |
| Alt+S+H+S  | Help, Technical Support                              |
| Alt+S+H+D  | Help, Documentation                                  |
| Alt+S+H+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<br>Alt+S+Y+5, when connected to data source   | Start Diagnostics; Stop Diagnostics                  |
| Alt+S+Y+5, if not connected to data source<br>Alt+S+Y+6, when connected to data source   | Clear Diagnostics Folder                             |
| Alt+S+Y+6, if not connected to data source<br>Alt+S+Y+7 when connected to data source    | Take Screenshot                                      |
| Alt+S+Y+7, if not connected to data source<br>Alt+S+Y+8, when connected to data source   | Create Archive                                       |
| Alt+S+Y+8, if not connected to data source<br>Alt+S+Y+9                                  | Diagnostics Options                                  |
| Alt+S+Y+9, if not connected to data source<br>Alt+S+Y+Y+A, when connected to data source | Save Document  |

# Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010

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

**Table 3-4 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)  |

**Table 3-4 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010 (assumes Smart View ribbon is Alt+Y+1)**

| Keys        | Action                           |
|-------------|----------------------------------|
| Alt+Y+1+Y+A | Create Archive (PowerPoint)      |
| Alt+Y+1+Y+E | Diagnostics Options (Word)       |
| Alt+Y+1+Y+B | Diagnostics Options (PowerPoint) |
| Alt+Y+1+Y+F | Save Document (Word)             |
| Alt+Y+1+Y+C | Save Document (PowerPoint)       |

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

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

**Table 3-5 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  |

**Table 3-5 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2013 (assumes Smart View ribbon is Alt+Y+1)**

| Keys        | Action   |
|-------------|--|
| Alt+Y+1+H+Z | Help, About                                      |
| Alt+Y+1+I   | Import Metadata (PowerPoint)                     |
| Alt+Y+1+Y+A | Start Diagnostics; Stop Diagnostics (Word)       |
| Alt+Y+1+Y+7 | Start Diagnostics; Stop Diagnostics (PowerPoint) |
| Alt+Y+1+Y+B | Clear Diagnostics Folder (Word)                  |
| Alt+Y+1+Y+8 | Clear Diagnostics Folder (PowerPoint)            |
| Alt+Y+1+Y+C | Take Screenshot (Word)                           |
| Alt+Y+1+Y+9 | Take Screenshot (PowerPoint)                     |
| Alt+Y+1+Y+D | Create Archive (Word)                            |
| Alt+Y+1+Y+A | Create Archive (PowerPoint)                      |
| Alt+Y+1+Y+E | Diagnostics Options (Word)                       |
| Alt+Y+1+Y+B | Diagnostics Options (PowerPoint)                 |
| Alt+Y+1+Y+F | Save Document (Word)                             |
| Alt+Y+1+Y+C | Save Document (PowerPoint)                       |

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

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

**Table 3-6 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   |

**Table 3-6 (Cont.) Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2016 (assumes Smart View ribbon is Alt+Y+2)**

| <b>Keys</b>   | <b>Action</b>                            |
|---------------|--|
| Alt+Y+2+Y+6+R | Refresh                                  |
| Alt+Y+2+Y+6+A | Refresh, Refresh (PowerPoint)            |
| Alt+Y+2+Y+6+S | Refresh, Refresh All Slides (PowerPoint) |
| Alt+Y+2+Y+6   | Visualize in Excel                       |
| Alt+Y+2+S     | Options                                  |
| Alt+Y+2+H     | Help                                     |
| Alt+Y+2+H+C   | Help, Contents                           |
| Alt+Y+2+H+P   | Help, Oracle User Productivity Kit       |
| Alt+Y+2+H+S   | Help, Technical Support                  |
| Alt+Y+2+H+D   | Help, Documentation                      |
| Alt+Y+2+H+Z   | Help, About                              |
| Alt+Y+2+I     | Import Metadata (PowerPoint)             |
| Alt+Y+2+Y+8   | Start Diagnostics; Stop Diagnostics      |
| Alt+Y+2+Y+9   | Clear Diagnostics Folder                 |
| Alt+Y+2+Y+A   | Take Screenshot                          |
| Alt+Y+2+Y+B   | Create Archive                           |
| Alt+Y+2+Y+C   | Diagnostics Options                      |
| Alt+Y+2+Y+D   | Save Document                            |

# 4

## Office 2010 Data Provider Keyboard Equivalents

### Related Topics

- [Planning Ribbon Keyboard Equivalents for Excel 2010](#)
- [Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2010](#)
- [Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2010](#)
- [FCCS \(Oracle Financial Consolidation and Close Cloud\) Ribbon Keyboard Equivalents for Excel 2010](#)
- [FCCS \(Oracle Financial Consolidation and Close Cloud\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010](#)
- [TRCS \(Oracle Tax Reporting Cloud\) Ribbon Keyboard Equivalents for Excel 2010](#)
- [TRCS \(Oracle Tax Reporting Cloud\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010](#)
- [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 Ad Hoc ribbon for Word and PowerPoint 2010.
- [Essbase Ribbon Keyboard Equivalents for Excel 2010](#)
- [Oracle BI EE Ribbon Keyboard Equivalents for Office 2010](#)
- [HFM \(Financial Management\) Ribbon Keyboard Equivalents for Excel 2010](#)
- [HFM \(Financial Management\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2010](#)
- [Oracle Journals Ribbon Keyboard Equivalents for Excel 2010](#)

## Planning Ribbon Keyboard Equivalents 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             |

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

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

# Planning Ad Hoc Ribbon Keyboard Equivalents 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 |
| 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                           |

**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+U+J   | Adjust, Adjust              |
| Alt+Y+1+D+U+G   | Adjust, Grid Spread         |
| Alt+Y+1+D+U+A   | Adjust, Mass Allocate       |
| Alt+Y+1+D+D     | Drill-through               |
| Alt+Y+1+D+Z     | Visualize                   |
| Alt+Y+1+D+S     | Submit Data                 |
| Alt+Y+1+D+S+B   | Submit Data, Submit Data    |
| Alt+Y+1+D+S+W   | Submit Data Without Refresh |
| Alt+Y+1+D+S+R   | Submit Data Range           |
| Alt+Y+1+Z+3     | Workflow                    |
| Alt+Y+1+Z+3+Y+1 | Workflow, Approvals         |
| Alt+Y+1+Z+3+Y+2 | Workflow, Copy Version      |

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

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

| Keys          | Action                   |
|---------------|--------------------------|
| Alt+Y+1+A+Z   | Zoom In                  |
| Alt+Y+1+A+Z+N | Zoom In, Next Level      |
| Alt+Y+1+A+Z+A | Zoom In, All Levels      |
| Alt+Y+1+A+Z+B | Zoom In, Bottom Level    |
| Alt+Y+1+A+Z+E | Zoom In, Same Level      |
| Alt+Y+1+A+Z+L | Zoom In, Sibling Level   |
| Alt+Y+1+A+Z+G | Zoom In, Same Generation |
| Alt+Y+1+A+Z+F | Zoom In, Formulas        |
| Alt+Y+1+A+U   | Zoom Out                 |
| Alt+Y+1+A+T   | Pivot                    |
| Alt+Y+1+A+T+P | Pivot, Pivot             |
| Alt+Y+1+A+T+T | Pivot, Pivot to POV      |
| Alt+Y+1+A+K   | Keep Only                |
| Alt+Y+1+Y+O   | Remove Only              |
| Alt+Y+1+A+I   | Member Selection         |
| Alt+Y+1+A+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              |

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

| Keys          | Action  |
|---------------|---|
| Alt+Y+1+A+C   | 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 (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents 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                             |

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

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

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

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

| Keys          | Action                                   |
|---------------|--|
| Alt+Y+1+Y+9+R | Query, Run Report                        |
| Alt+Y+1+Y+9+D | Query, Data Filter                       |
| Alt+Y+1+Y+A   | Change Alias                             |
| Alt+Y+1+Y+B   | Save as Smart Form                       |
| Alt+Y+1+Y+C   | Cascade                                  |
| Alt+Y+1+Y+C+S | Cascade, Same Workbook                   |
| Alt+Y+1+Y+C+N | Cascade, New Workbook                    |
| Alt+Y+1+Y+C+D | Cascade, Different Workbooks             |
| Alt+Y+1+D+R   | Refresh                                  |
| Alt+Y+1+D+R+R | Refresh, Refresh                         |
| Alt+Y+1+D+R+S | Refresh, Refresh All Worksheets          |
| Alt+Y+1+D+O   | POV                                      |
| Alt+Y+1+D+U   | Adjust                                   |
| Alt+Y+1+D+U+J | Adjust, Adjust                           |
| Alt+Y+1+D+U+G | Adjust, Grid Spread                      |
| Alt+Y+1+D+D   | Drill-through                            |
| Alt+Y+1+D+Z   | Visualize                                |
| Alt+Y+1+D+S   | Submit Data                              |
| Alt+Y+1+D+S+B | Submit Data, Submit Data                 |
| Alt+Y+1+D+S+W | Submit Data, Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data, Submit Data Range           |

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

**Table 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             |

**Table 4-6 (Cont.) TRCS Ribbon Keyboard Equivalents for Excel 2010 (assumes provider ribbon is Alt+Y+1)**

| Keys          | Action                                   |
|---------------|--|
| Alt+Y+1+D+D   | Drill-through                            |
| Alt+Y+1+D+S   | Submit Data                              |
| Alt+Y+1+D+M   | More                                     |
| Alt+Y+1+D+M+J | More, Job Console                        |
| Alt+Y+1+D+M+M | More, Member Formula                     |
| Alt+Y+1+D+M+I | More, Instructions                       |
| Alt+Y+1+S     | Save Formatting                          |
| Alt+Y+1+C     | Clear Formatting                         |
| Alt+Y+1+A     | Apply Formatting                         |
| Alt+Y+1+A+N   | Apply Formatting, None                   |
| Alt+Y+1+A+Y   | Apply Formatting, Cell Styles            |
| Alt+Y+1+A+C   | Apply Formatting, Custom Styles          |
| Alt+Y+1+A+A   | Apply Formatting, Custom and Cell Styles |

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

**Table 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  |

**Table 4-7 (Cont.) TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes TRCS Ad Hoc ribbon is Alt+Y+1)**

| Keys          | Action                                   |
|---------------|--|
| Alt+Y+1+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)   |

**Table 4-8 (Cont.) Narrative Reporting Ad Hoc Ribbon Keyboard Equivalents for Excel 2010 (assumes Narrative Reporting Ad Hoc Ribbon is Alt+Y)**

| Key         | Action             |
|-------------|--------------------|
| 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 Ad Hoc 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  |
|----------------------|---|
| <b>Author Ribbon</b> | <b>Author Ribbon</b>  |
| Alt+Y+2+C            | Check Out   |
| Alt+Y+2+K            | Undo Checkout   |
| Alt+Y+2+U            | Upload  |
| Alt+Y+2+N            | Check In  |
| Alt+Y+2+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 re-started)         |
| Alt+Y+2+H            | Hide Anchor, Show Anchor (appears if doclets are restarted) |
| <b>Review Ribbon</b> | <b>Review Ribbon</b>  |
| Alt+Y+2+A            | Add New Comment   |
| Alt+Y+2+F            | Filter Comments   |
| Alt+Y+2+H            | Hide Anchor<br>Show Anchor                                  |

**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+L              | Mark Review Complete<br>Reopen for Comments |
| Alt+Y+2+R              | Refresh Comments                            |
| Alt+Y+2+I              | Inspect                                     |
| Alt+Y+2+S              | Sync  |
| <b>Sign Off Ribbon</b> | <b>Sign Off Ribbon</b>                      |
| Alt+Y+2+O              | Sign Off                                    |
| Alt+Y+2+R              | Reject Sign Off                             |
| Alt+Y+2+I              | Inspect                                     |
| Alt+Y+2+S              | Sync  |

## Essbase Ribbon Keyboard Equivalents 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                      |
| 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            |

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

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

**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

**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  |
| 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

**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                 |

**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+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+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

**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          |
| 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](#)
- [Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2013](#)
- [Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2013](#)
- [FCCS \(Oracle Financial Consolidation and Close Cloud\) Ribbon Keyboard Equivalents for Excel 2013](#)
- [FCCS \(Oracle Financial Consolidation and Close Cloud\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013](#)
- [TRCS \(Oracle Tax Reporting Cloud\) Ribbon Keyboard Equivalents for Excel 2013](#)
- [TRCS \(Oracle Tax Reporting Cloud\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013](#)
- [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](#)
- [Oracle BI EE Ribbon Keyboard Equivalents for Office 2013](#)
- [HFM \(Financial Management\) Ribbon Keyboard Equivalents for Excel 2013](#)
- [HFM \(Financial Management\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2013](#)
- [Oracle Journals Ribbon Keyboard Equivalents for Excel 2013](#)

## Planning Ribbon Keyboard Equivalents for Excel 2013

**Table 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 |

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

| Keys            | Action  |
|-----------------|---|
| Alt+Y+1+D+O     | Display or Hide POV   |
| Alt+Y+1+D+A     | Cell Actions  |
| Alt+Y+1+D+A+E   | Cell Actions, Comments  |
| Alt+Y+1+D+A+P   | Cell Actions, Supporting Details                                      |
| Alt+Y+1+D+A+T   | Cell Actions, Attachment  |
| Alt+Y+1+D+A+H   | Cell Actions, History   |
| Alt+Y+1+D+L     | Lock  |
| Alt+Y+1+D+C     | Calculate   |
| Alt+Y+1+D+C+B   | Calculate, Business Rules   |
| Alt+Y+1+D+C+U   | Calculate, Rules on Form  |
| Alt+Y+1+D+U     | Adjust  |
| Alt+Y+1+D+U+J   | Adjust, Adjust  |
| Alt+Y+1+D+U+G   | Adjust, Grid Spread   |
| Alt+Y+1+D+U+A   | Adjust, Mass Allocate   |
| Alt+Y+1+D+D     | Drill-through   |
| Alt+Y+1+D+B     | Submit Data   |
| Alt+Y+1+D+M     | More  |
| Alt+Y+1+D+M+J   | More, Job Console   |
| Alt+Y+1+D+M+M   | More, Member Formula  |
| Alt+Y+1+D+M+I   | More, Instructions  |
| Alt+Y+1+D+M+F   | More, Offline (Planning on-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   |
| Alt+Y+1+Y+5     | Copy Version  |

# Planning Ad Hoc Ribbon Keyboard Equivalents 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 |
| 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                           |

**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+U+J | Adjust, Adjust              |
| Alt+Y+1+D+U+G | Adjust, Grid Spread         |
| Alt+Y+1+D+U+A | Adjust, Mass Allocate       |
| Alt+Y+1+D+D   | Drill-through               |
| Alt+Y+1+D+Z   | Visualize                   |
| Alt+Y+1+D+S   | Submit Data                 |
| Alt+Y+1+D+S+B | Submit Data, Submit Data    |
| Alt+Y+1+D+S+W | Submit Data Without Refresh |
| Alt+Y+1+D+S+R | Submit Data Range           |
| Alt+Y+1+Y+G   | Approvals                   |
| Alt+Y+1+Y+H   | Copy Version                |

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

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

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

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

| Keys          | Action                          |
|---------------|---------------------------------|
| Alt+Y+1+A+C+N | Cascade, New Workbook           |
| Alt+Y+1+A+C+D | Cascade, Different Workbooks    |
| Alt+Y+1+I     | Insert Attributes               |
| Alt+Y+1+D+R   | Refresh                         |
| Alt+Y+1+D+R+R | Refresh, Refresh                |
| Alt+Y+1+D+R+A | Refresh, Refresh All            |
| Alt+Y+1+Y+D+O | POV                             |
| Alt+Y+1+D+W   | View Comments                   |
| Alt+Y+1+D+C   | Calculate                       |
| Alt+Y+1+D+Z   | Visualize                       |
| Alt+Y+1+D+Z+E | Visualize, Visualize in Excel   |
| Alt+Y+1+D+D   | Drill-through                   |
| Alt+Y+1+J     | Linked Objects                  |
| Alt+Y+1+D+U   | Adjust                          |
| Alt+Y+1+D+S   | Submit Data                     |
| Alt+Y+1+D+S+B | Submit Data, Submit Data        |
| Alt+Y+1+D+S+W | Submit Data Without Refresh     |
| Alt+Y+1+D+S+R | Submit Data Range               |
| 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 (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents 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       |

**Table 5-4 (Cont.) FCCS Ribbon Keyboard Equivalents for Excel 2013 (assumes FCCS ribbon is Alt+Y+1)**

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

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

**Table 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          |

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

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

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

**Table 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                            |

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

| Keys | Action                                   |
|------|--|
|      | More, Job Console                        |
|      | More, Member Formula                     |
|      | More, Instructions                       |
|      | Save Formatting                          |
|      | Clear Formatting                         |
|      | Apply Formatting                         |
|      | Apply Formatting, None                   |
|      | Apply Formatting, Cell Styles            |
|      | Apply Formatting, Custom Styles          |
|      | Apply Formatting, Custom and Cell Styles |

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

**Table 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             |

**Table 5-7 (Cont.) TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2013 (assumes TRCS Ad Hoc ribbon is Alt+Y+1)**

| Keys            | Action                                   |
|-----------------|--|
| Alt+Y+1+Y+D+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+Y+2)**

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

## Essbase Ribbon Keyboard Equivalents 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  |
| 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  |

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

| Keys          | Action                      |
|---------------|-----------------------------|
| 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   | Manage & Execute Queries    |

## Oracle BI EE Ribbon Keyboard Equivalents for Office 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

**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                      |

**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+C   | Calculate   |
| Alt+Y+1+D+C+D | Calculate, Calculate  |
| Alt+Y+1+D+C+F | Calculate, Force Calculate                                      |
| Alt+Y+1+D+D   | Drill-through   |
| Alt+Y+1+D+U   | Adjust  |
| Alt+Y+1+I     | Instructions  |
| Alt+Y+1+N     | Entity Details (assumes Oracle Journals extension is installed) |
| Alt+Y+1+T     | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+1+D+B   | Submit Data   |

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

**Table 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                      |

**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+R+R | Refresh, Refresh  |
| Alt+Y+1+D+R+A | Refresh, Refresh All Worksheets                                 |
| Alt+Y+1+Y+3   | Display or Hide POV   |
| Alt+Y+1+D+E   | Cell Comments   |
| Alt+Y+1+D+C   | Calculate   |
| Alt+Y+1+D+C+C | Calculate, Calculate  |
| Alt+Y+1+D+C+F | Calculate, Force Calculate                                      |
| Alt+Y+1+D+C+T | Calculate, Translate  |
| Alt+Y+1+D+C+R | Calculate, Force Translate                                      |
| Alt+Y+1+Y+4   | Consolidate   |
| Alt+Y+1+Y+4+N | Consolidate, Consolidate  |
| Alt+Y+1+Y+4+S | Consolidate, Consolidate All                                    |
| Alt+Y+1+Y+4+L | Consolidate, Consolidate All With Data                          |
| Alt+Y+1+Y+4+A | Consolidate, Calculate Contribution                             |
| Alt+Y+1+Y+4+O | Consolidate, Force Calculate 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 extension is installed) |
| Alt+Y+1+T     | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+1+D+S   | Submit Data   |
| Alt+Y+1+D+S+B | Submit Data, Submit Data  |
| Alt+Y+1+D+S+W | Submit Data Without Refresh                                     |
| Alt+Y+1+D+S+R | Submit Data Range   |

## Oracle Journals Ribbon Keyboard Equivalents for Excel 2013

**Table 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           |

**Table 5-14 (Cont.) Oracle Journals Ribbon Keyboard Equivalents for Excel 2013 (assumes Oracle Journals ribbon is Alt+J)**

| <b>Keys</b> | <b>Action</b>  |
|-------------|----------------|
| 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           |

# 6

## Office 2016 Data Provider Keyboard Equivalents

### Related Topics

- [Planning Ribbon Keyboard Equivalents for Excel 2016](#)
- [Planning Ad Hoc Ribbon Keyboard Equivalents for Excel 2016](#)
- [Essbase Ribbon for Oracle Profitability and Cost Management Cloud Keyboard Equivalents for Excel 2016](#)
- [FCCS \(Oracle Financial Consolidation and Close Cloud\) Ribbon Keyboard Equivalents for Excel 2016](#)
- [FCCS \(Oracle Financial Consolidation and Close Cloud\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016](#)
- [TRCS \(Oracle Tax Reporting Cloud\) Ribbon Keyboard Equivalents for Excel 2016](#)
- [TRCS \(Oracle Tax Reporting Cloud\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016](#)
- [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](#)
- [Oracle BI EE Ribbon Keyboard Equivalents for Office 2016](#)
- [HFM \(Financial Management\) Ribbon Keyboard Equivalents for Excel 2016](#)
- [HFM \(Financial Management\) Ad Hoc Ribbon Keyboard Equivalents for Excel 2016](#)
- [Oracle Journals Ribbon Keyboard Equivalents for Excel 2016](#)

## Planning Ribbon Keyboard Equivalents for Excel 2016

**Table 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 |

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

| Keys            | Action  |
|-----------------|---|
| Alt+Y+2+D+O     | Display or Hide POV   |
| Alt+Y+2+D+A     | Cell Actions  |
| Alt+Y+2+D+A+E   | Cell Actions, Comments  |
| Alt+Y+2+D+A+P   | Cell Actions, Supporting Details                                      |
| Alt+Y+2+D+A+T   | Cell Actions, Attachment  |
| Alt+Y+2+D+A+H   | Cell Actions, History   |
| Alt+Y+2+D+L     | Lock  |
| Alt+Y+2+D+C     | Calculate   |
| Alt+Y+2+D+C+B   | Calculate, Business Rules   |
| Alt+Y+2+D+C+U   | Calculate, Rules on Form  |
| Alt+Y+2+D+U     | Adjust  |
| Alt+Y+2+D+U+J   | Adjust, Adjust  |
| Alt+Y+2+D+U+G   | Adjust, Grid Spread   |
| Alt+Y+2+D+U+A   | Adjust, Mass Allocate   |
| Alt+Y+2+D+D     | Drill-through   |
| Alt+Y+2+D+B     | Submit Data   |
| Alt+Y+2+D+M     | More  |
| Alt+Y+2+D+M+J   | More, Job Console   |
| Alt+Y+2+D+M+M   | More, Member Formula  |
| Alt+Y+2+D+M+I   | More, Instructions  |
| Alt+Y+2+D+M+F   | More, Offline (Planning on-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   |
| Alt+Y+2+Y+5     | Copy Version  |

# Planning Ad Hoc Ribbon Keyboard Equivalents 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 |
| 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                           |

**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+U+J | Adjust, Adjust              |
| Alt+Y+2+D+U+G | Adjust, Grid Spread         |
| Alt+Y+2+D+U+A | Adjust, Mass Allocate       |
| Alt+Y+2+D+D   | Drill-through               |
| Alt+Y+2+D+Z   | Visualize                   |
| Alt+Y+2+D+S   | Submit Data                 |
| Alt+Y+2+D+S+B | Submit Data, Submit Data    |
| Alt+Y+2+D+S+W | Submit Data Without Refresh |
| Alt+Y+2+D+S+R | Submit Data Range           |
| Alt+Y+2+Y+G   | Approvals                   |
| Alt+Y+2+Y+H   | Copy Version                |

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

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

| Keys          | Action                   |
|---------------|--------------------------|
| Alt+Y+2+A+Z   | Zoom In                  |
| Alt+Y+2+A+Z+N | Zoom In, Next Level      |
| Alt+Y+2+A+Z+A | Zoom In, All Levels      |
| Alt+Y+2+A+Z+B | Zoom In, Bottom Level    |
| Alt+Y+2+A+Z+E | Zoom In, Same Level      |
| Alt+Y+2+A+Z+L | Zoom In, Sibling Level   |
| Alt+Y+2+A+Z+G | Zoom In, Same Generation |
| Alt+Y+2+A+Z+F | Zoom In, Formulas        |
| Alt+Y+2+A+U   | Zoom Out                 |
| Alt+Y+2+A+T   | Pivot                    |
| Alt+Y+2+A+T+P | Pivot, Pivot             |
| Alt+Y+2+A+T+T | Pivot, Pivot to POV      |
| Alt+Y+2+A+K   | Keep Only                |
| Alt+Y+2+A+O   | Remove Only              |
| Alt+Y+2+Y+I   | Member Selection         |
| Alt+Y+2+A+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                  |

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

| Keys          | Action                          |
|---------------|---------------------------------|
| Alt+Y+2+A+C+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 (Oracle Financial Consolidation and Close Cloud) Ribbon Keyboard Equivalents 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                       |

**Table 6-4 (Cont.) FCCS Ribbon Keyboard Equivalents for Excel 2016 (assumes FCCS ribbon is Alt+Y+2)**

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

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

**Table 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    |

**Table 6-5 (Cont.) FCCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes FCCS Ad Hoc ribbon is Alt+Y+1)**

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

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

**Table 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                     |

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

| Keys         | Action                                   |
|--------------|--|
| Alt+Y+2+DM   | More                                     |
| Alt+Y+2+DM+J | More, Job Console                        |
| Alt+Y+2+DM+M | More, Member Formula                     |
| Alt+Y+2+DM+I | More, Instructions                       |
| Alt+Y+2+S    | Save Formatting                          |
| Alt+Y+2+C    | Clear Formatting                         |
| Alt+Y+2+A+   | Apply Formatting                         |
| Alt+Y+2+A+N  | Apply Formatting, None                   |
| Alt+Y+2+A+Y  | Apply Formatting, Cell Styles            |
| Alt+Y+2+A+C  | Apply Formatting, Custom Styles          |
| Alt+Y+2+A+A  | Apply Formatting, Custom and Cell Styles |

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

**Table 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         |

**Table 6-7 (Cont.) TRCS Ad Hoc Ribbon Keyboard Equivalents for Excel 2016 (assumes TRCS Ad Hoc ribbon is Alt+Y)**

| Keys          | Action                                   |
|---------------|--|
| Alt+Y+2+D+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  |
|------------------------|---|
| <b>Author ribbon</b>   | <b>Author ribbon</b>  |
| 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 re-started)         |
| Alt+Y+3+H              | Hide Anchor, Show Anchor (appears if doclets are restarted) |
| <b>Review Ribbon</b>   | <b>Review Ribbon</b>  |
| Alt+Y+3+A              | Add New Comment   |
| Alt+Y+3+F              | Filter Comments   |
| Alt+Y+3+H              | Hide Anchor<br>Show Anchor                                  |
| Alt+Y+3+L              | Mark Review Complete<br>Reopen for Comments                 |
| Alt+Y+3+C              | Refresh Comments  |
| Alt+Y+3+I              | Inspect   |
| Alt+Y+3+S              | Sync  |
| <b>Sign Off Ribbon</b> | <b>Sign Off Ribbon</b>                                      |
| Alt+Y+3+O              | Sign Off  |
| Alt+Y+3+R              | Reject Sign Off   |

**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+I | Inspect |
| Alt+Y+3+S | Sync    |

## Essbase Ribbon Keyboard Equivalents 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                         |
| 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                       |

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

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

**Table 6-12 (Cont.) Oracle BI EE Ribbon Keyboard Equivalents for Word 2016 (assumes Oracle BI EE Ribbon is Alt+Y+3)**

| Key         | Action            |
|-------------|-------------------|
| 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

**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            |

**Table 6-14 (Cont.) HFM (Financial Management) Ribbon Keyboard Equivalents for Excel 2016 (assumes HFM ribbon is Alt+Y+2)**

| Keys          | Action  |
|---------------|---|
| Alt+Y+2+D+C+C | Calculate, Calculate  |
| Alt+Y+2+D+C+F | Calculate, Force Calculate  |
| Alt+Y+2+D+D   | Drill-through   |
| Alt+Y+2+D+U   | Adjust  |
| Alt+Y+2+I     | Instructions  |
| Alt+Y+2+N     | Entity Details (assumes the Oracle Journals extension is installed) |
| Alt+Y+2+T     | Create Journal (assumes the Oracle Journals extension is installed) |
| Alt+Y+2+D+B   | Submit Data   |

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

**Table 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             |

**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+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                       |
| Alt+Y+2+D+D   | Drill-through   |
| Alt+Y+2+D+U   | Adjust  |
| Alt+Y+2+D+Z   | Visualize   |
| Alt+Y+2+N     | Entity Details (assumes Oracle Journals extension is installed) |
| Alt+Y+2+T     | Create Journal (assumes Oracle Journals extension is installed) |
| Alt+Y+2+D+S   | Submit Data   |
| Alt+Y+2+D+S+B | Submit Data, Submit Data  |
| Alt+Y+2+D+S+W | Submit Data Without Refresh                                     |
| Alt+Y+2+D+S+R | Submit Data Range   |

## Oracle Journals Ribbon Keyboard Equivalents for Excel 2016

**Table 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         |

**Table 6-16 (Cont.) Oracle Journals Ribbon Keyboard Equivalents for Excel 2016 (assumes Oracle Journals ribbon is Alt+J)**

| <b>Keys</b> | <b>Action</b>  |
|-------------|----------------|
| 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           |

# 7

## 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 7-1 Smart View Panel Navigation**

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

# 8

## Query Designer Panel Navigation

**Table 8-1 Query Designer Panel Navigation**

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

# 9

## Smart Query Panel Navigation

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

| <b>Keys</b>     | <b>Action</b>   |
|-----------------|---|
| 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) |

# 10

## 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 10-1 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 10-2 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 10-2 (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 10-3 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      |

# 11

## 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, `smart-view_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/</help-  
urlcontext>
```

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.