



# ORACLE® HYPERION SMART VIEW FOR OFFICE

*Release 11.1.2.2.310*

## ACCESSIBILITY GUIDE

**ORACLE®**  
ENTERPRISE PERFORMANCE  
MANAGEMENT SYSTEM

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This document describes the accessibility features of Oracle Hyperion Smart View for Office. For information regarding supported assistive technologies, refer to the *Oracle Enterprise Performance Management System Installation Start Here*.

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

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

## Enabling Accessibility for Smart View

You do not need to enable accessibility specifically for Smart View; it is always in accessible mode. Smart View output is in the form of Excel spreadsheets, Word documents, and PowerPoint slides, which are accessible through Microsoft Office. For information about Excel, Word, or PowerPoint accessibility, refer to Microsoft Office product documentation.

**Note:** If you are using JAWS® Screen Reading Software, we recommend using the Internet Explorer browser.

## Smart View Keyboard Equivalents

This section describes the keyboard equivalents for the following:

- [“Smart View Ribbon Keyboard Equivalents” on page 3](#)
  - Excel (Office 2007 and 2010)
  - Word and PowerPoint (Office 2010)
  - Word and PowerPoint (Office 2007)
- [“Office 2010 Data Provider Keyboard Equivalents” on page 6](#)
  - Data provider ribbon keyboard equivalents
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- [“Office 2007 Data Provider Keyboard Equivalents” on page 10](#)
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- Smart Query Keyboard Equivalents (Office 2010)
- Smart Query Keyboard Equivalents (Office 2007)

**Note:** Keyboard equivalents for languages other than English may be different from those listed in these tables.

Keyboard equivalents for provider ribbons may vary if other Office add-ins or extensions are installed. For example, Y may become Y1 or Y2 if there are ribbons created by add-ins in addition to Oracle Hyperion Smart View for Office.

## Smart View Ribbon Keyboard Equivalents

Table 1 shows the keyboard equivalents for the Smart View ribbon in Excel 2007 and 2010. Table 2 shows the keyboard equivalents for the Smart View ribbon in Word and PowerPoint 2007. Table 3 shows the keyboard equivalents for the Smart View ribbon in Word and PowerPoint 2010.

**Table 1** Smart View Ribbon Keyboard Equivalents for Excel

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+U	Connections, Recently Used
Alt+S+E+N	Undo (Office 2007)
Alt+S+Y+2	Undo (Office 2010)
Alt+S+E+D	Redo (Office 2007)
Alt+S+Y+3	Redo (Office 2010)
Alt+S+E+C	Copy Data Point (Office 2007)
Alt+S+Y+4	Copy Data Point (Office 2010)
Alt+S+E+V	Paste Data Point (Office 2007)
Alt+S+Y+5	Paste Data Point (Office 2010)

Keys	Action
Alt+S+U	Functions
Alt+S+U+M	Functions, Manage POV
Alt+S+U+B	Functions, Build Function
Alt+S+U+Z	Functions, Visualize
Alt+S+U+Z+E	Functions, Visualize, Excel
Alt+S+D+R	Refresh (Office 2007)
Alt+S+Y+6	Refresh (Office 2010)
Alt+S+D+R+R	Refresh, Refresh (Office 2007)
Alt+S+Y+6+R	Refresh, Refresh (Office 2010)
Alt+S+D+R+S	Refresh, Refresh All Worksheets
Alt+S+Y+6+S	Refresh, Refresh All Worksheets (Office 2010)
Alt+S+Y	Submit Data (Office 2007)
Alt+S+Y+7	Submit Data (Office 2010)
Alt+S+S	Options
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle user Productivity Kit
Alt+S+H+S	Help, Technical Support
Alt+S+H+E	Help, EPM Documentation
Alt+S+H+Z	Help, About
Alt+S+F	Sheet Info
Alt+S+R+M	More
Alt+S+R+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+R+M+B	More, Migrate Batch (Financial Management)
Alt+S+R+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+R+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+R+M+I	More, Insert Connection List
Alt+S+R+M+P	More, Import Metadata

**Table 2 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2007**

<b>Keys</b>	<b>Action</b>
Alt+S+2	Display Smart View ribbon
Alt+S+2+P	Panel
Alt+S+2+C	Connections
Alt+S+2+C+O	Connections, Reporting and Analysis Document
Alt+S+2+C+O+C	Connections, Reporting and Analysis Document, Create Template
Alt+S+2+C+O+R	Connections, Reporting and Analysis Document, Refresh Template
Alt+S+2+C+U	Connections, Recently Used
Alt+S+2+E+C	Copy Data Point
Alt+S+2+E+V	Paste Data Point
Alt+S+2+E+M	Manage POV
Alt+S+2+R	Refresh
Alt+S+2+D+E	Visualize in Excel
Alt+S+2+S	Options
Alt+S+2+H	Help
Alt+S+2+H+C	Help, Contents
Alt+S+2+H+P	Help, Oracle User Productivity Kit
Alt+S+2+H+S	Help, Technical Support
Alt+S+2+H+E	Help, EPM Documentation
Alt+S+2+H+Z	Help, About

**Table 3 Smart View Ribbon Keyboard Equivalents for Word and PowerPoint 2010**

<b>Keys</b>	<b>Action</b>
Alt+Y+1+S	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

Keys	Action
Alt+Y+1+C+U	Connections, Recently Used
Alt+Y+1+Y+2	Copy Data Point
Alt+Y+1+Y+3	Paste Data Point
Alt+Y+1+Y+4	Manage POV
Alt+Y+1+R	Refresh
Alt+Y+1+Y+5	Visualize in Excel
Alt+Y+1+S	Options
Alt+Y+1+H	Help
Alt+Y+1+H+C	Help, Contents
Alt+Y+1+H+P	Help, Oracle User Productivity Kit
Alt+Y+1+H+S	Help, Technical Support
Alt+Y+1+H+E	Help, EPM Documentation
Alt+Y+1+H+Z	Help, About

## Office 2010 Data Provider Keyboard Equivalents

[Table 4](#) lists the keyboard equivalents on data provider ribbons for Office 2010. [Table 5](#) lists the keyboard equivalents for items on the Essbase, Planning Ad Hoc, HFM Ad Hoc, Enterprise Ad Hoc ribbons in Excel 2010. Exceptions are noted in parentheses.

**Table 4** Data Provider Ribbon Keyboard Equivalents for Excel 2007

Keys	Action
Alt+Y+1+Y+3	Analyze (Planning only)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+D	Drill-through
Alt+Y+1+A+M	Add Member
Alt+Y+1+D+B	Submit Data
Alt+Y+1+D+A	Cell Actions
Alt+Y+1+D+E	Cell Actions, Comments

Keys	Action
Alt+Y+1+D+P	Cell Actions, Supporting Detail (Planning only)
Alt+Y+1+D+T	Cell Actions, Attachment (Planning only)
Alt+Y+1+D+H	Cell Actions, History
Alt+Y+1+D+L	Lock (Planning only)
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+C+B	Calculate, Business Rules (Planning only)
Alt+Y+1+D+C+U	Calculate, Rules on Form (Planning only)
Alt+Y+1+D+C+D	Calculate, Calculate
Alt+Y+1+D+C+F	Calculate, Force Calculate (HFM and Enterprise only)
Alt+Y+1+D+C+T	Calculate, Translate (HFM and Enterprise only)
Alt+Y+1+D+C+R	Calculate, Force Translate (HFM and Enterprise only)
Alt+Y+1+D+O+2	Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+1+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+1+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+1+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+1+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+Y+1+W	View Comments
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+U+J	Adjust, Adjust
Alt+Y+1+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+1+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+D+M	More (Planning only)
Alt+Y+1+D+M+J	More, Job Console (Planning only)
Alt+Y+1+D+M+M	More, Member Formula (Planning only)
Alt+Y+1+D+M+I	More, Instructions (Planning only)
Alt+Y+1+D+M+F	More, Offline (Planning only)

Keys	Action
Alt+Y+1+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+1+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+1+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+1+Y+4	Approvals (Planning only)
Alt+Y+1+Y+5	Copy Version (Planning only)

**Table 5** Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2010

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+3+E	Zoom In, Same Level (Essbase only)
Alt+Y+1+Y+3+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+1+Y+3+G	Zoom In, Same Generation (Essbase only)
Alt+Y+1+Y+3+F	Zoom In, Formulas (Essbase only)
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+E	Query, Execute MDX (Essbase only)
Alt+Y+1+Y+9+D	Query, Data Filter
Alt+Y+1+Y+A	Member Information (Essbase only)



Keys	Action
Alt+Y+1+Y+B	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+1+Y+C	Change Alias (Essbase only)
Alt+Y+1+Y+D	Data Perspective (Essbase only)
Alt+Y+1+Y+E	Smart Slice (except Enterprise)
Alt+Y+1+Y+F	Cascade (except Enterprise Ad Hoc)
Alt+Y+1+Y+F+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+F+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+1+Y+F+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+1+D+R	Refresh
Alt+Y+1+D+R+R	Refresh, Refresh
Alt+Y+1+D+R+A	Refresh, Refresh All
Alt+Y+1+D+O	POV
Alt+Y+1+D+W	View Comments
Alt+Y+1+D+C	Calculate
Alt+Y+1+D+Z	Visualize (Essbase only)
Alt+Y+1+D+Z+E	Visualize, Visualize in Excel (Essbase only)
Alt+Y+1+D+D	Drill-through
Alt+Y+1+J	Linked Objects (Essbase only)
Alt+Y+1+D+U	Adjust
Alt+Y+1+D+B	Submit Data

**Table 6** Oracle BI EE Ribbon Keyboard Equivalents for Office 2010 (assumes Oracle BI EE Ribbon is Y1)

Key	Action
Alt+Y+1+Y+2	View Designer
Alt+Y+1+Y+3	Publish View
Alt+Y+1+Y+4	Refresh
Alt+Y+1+Y+5	Edit Prompts
Alt+Y+1+Y+6	Edit Page Prompts
Alt+Y+1+Y+7	Copy

Key	Action
Alt+Y+1+Y+8	Paste
Alt+Y+1+Y+9	Delete
Alt+Y+1+Y+A	Mask Data

## Office 2007 Data Provider Keyboard Equivalents

Table 7 lists the keyboard equivalents on data provider ribbons for Office 2007. Table 8 lists the keyboard equivalents for items only on the Essbase, Planning Ad Hoc, HFM Ad Hoc, and Enterprise Ad Hoc ribbons for Office 2007. Exceptions are noted in parentheses.

**Table 7** Data Provider Ribbon Keyboard Equivalents for Excel 2007

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

Keys	Action
Alt+Y+D+O+2+N	Consolidate, Consolidate (HFM and Enterprise only)
Alt+Y+D+O+2+S	Consolidate, Consolidate All (HFM and Enterprise only)
Alt+Y+D+O+2+L	Consolidate, Consolidate All With Data (HFM and Enterprise only)
Alt+Y+D+O+2+A	Consolidate, Calculate Contribution (HFM and Enterprise only)
Alt+Y+D+O+2+O	Consolidate, Force Calculate Contribution (HFM only)
Alt+S+W	View Comments
Alt+Y+D+U	Adjust
Alt+Y+D+U+J	Adjust, Adjust
Alt+Y+D+U+G	Adjust, Grid Spread (Planning only)
Alt+Y+D+U+A	Adjust, Mass Allocate (Planning only)
Alt+Y+D+D	Drill-through
Alt+Y+D+M	More (Planning only)
Alt+Y+D+M+J	More, Job Console (Planning only)
Alt+Y+D+M+M	More, Member Formula (Planning only)
Alt+Y+D+M+I	More, Instructions (Planning only)
Alt+Y+D+M+F	More, Offline (Planning only)
Alt+Y+D+M+F+T	More, Offline, Take Offline (Planning only)
Alt+Y+D+M+F+Y	More, Offline, Sync Back to Server (Planning only)
Alt+Y+D+M+F+R	More, Offline, Refresh Offline Definition (Planning only)
Alt+Y+W+P	Approvals (Planning only)
Alt+Y+W+V	Copy Version (Planning only)

**Table 8** Essbase and Ad Hoc Ribbon Keyboard Equivalents for Excel 2007

Keys	Action
Alt+Y+A+Z	Zoom In
Alt+Y+A+Z+N	Zoom In, Next Level
Alt+Y+A+Z+A	Zoom In, All Levels
Alt+Y+A+Z+B	Zoom In, Bottom Level
Alt+Y+A+Z+E	Zoom In, Same Level (Essbase only)

<b>Keys</b>	<b>Action</b>
Alt+Y+A+Z+L	Zoom In, Sibling Level (Essbase only)
Alt+Y+A+Z+G	Zoom In, Same Generation (Essbase only)
Alt+Y+A+Z+F	Zoom In, Formulas (Essbase only)
Alt+Y+A+U	Zoom Out
Alt+Y+A+T	Pivot
Alt+Y+A+T+P	Pivot, Pivot
Alt+Y+A+T+T	Pivot Pivot to POV
Alt+Y+A+K	Keep Only
Alt+Y+A+O	Remove Only
Alt+Y+A+I	Member Selection
Alt+Y+A+Q	Query
Alt+Y+A+Q+Q	Query, Query Designer
Alt+Y+A+Q+R	Query, Run Report
Alt+Y+A+Q+E	Query, Execute MDX (Essbase only)
Alt+Y+A+Q+D	Query, Data Filter
Alt+Y+A+E	Member Information (Essbase only)
Alt+Y+A+P	Preserve Format (except Enterprise Ad Hoc)
Alt+Y+A+A	Change Alias (Essbase only)
Alt+Y+A+D	Data Perspective (Essbase only)
Alt+Y+A+S	Smart Slice (except Enterprise)
Alt+Y+A+C	Cascade (except Enterprise Ad Hoc)
Alt+Y+A+C+S	Cascade, Same Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+N	Cascade, New Workbook (except Enterprise Ad Hoc)
Alt+Y+A+C+D	Cascade, Different Workbooks (except Enterprise Ad Hoc)
Alt+Y+D+R	Refresh
Alt+Y+D+R+R	Refresh, Refresh
Alt+Y+D+R+A	Refresh, Refresh All
Alt+Y+D+O	POV

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

**Table 9** Oracle BI EE Ribbon Keyboard Equivalents for Office 2007 (assumes Oracle BI EE ribbon is Y1)

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

## Office 2003 Menu Keyboard Equivalents

Microsoft Office 2003 products do not have ribbons. [Table 10](#) displays the keyboard equivalents for items on the Office 2003 Smart View menu.

**Table 10** Smart View Menu Keyboard Equivalents

Keys	Action
Alt+S+P	Panel
Alt+S+C	Connections
Alt+S+C+T	Connections, Active Connections

Keys	Action
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+U	Connections, Recently Used
Alt+S+E	Edit
Alt+S+E+N	Edit, Undo
Alt+S+E+D	Edit, Redo
Alt+S+E+C	Edit, Copy Data Point
Alt+S+E+V	Edit, Paste Data Point
Alt+S+E+M	Edit, Manage POV
Alt+S+E+B	Edit, Build Function
Alt+S+D	Data
Alt+S+R	Data, Refresh All Worksheets
Alt+S+D+O	Data, POV
Alt+S+D+E	Data, Cell Comments
Alt+S+D+P	Data, Supporting Details
Alt+S+D+T	Data, Cell Attachment
Alt+S+D+H	Data, Cell History
Alt+S+D+D	Data, Drill-through
Alt+S+D+L	Data, Lock
Alt+S+D+B	Data, Submit Data
Alt+S+D+C	Data, Calculate
Alt+S+D+C+C	Data, Calculate, Calculate
Alt+S+D+C+F	Data, Calculate, Force Calculate
Alt+S+D+C+T	Data, Calculate, Translate
Alt+S+D+C+R	Data, Calculate, Force Translate
Alt+S+D+C+B	Data, Calculate, Business Rules
Alt+S+D+C+U	Data, Calculate, Rules on Form

Keys	Action
Alt+S+D+O	Data, Consolidate
Alt+S+D+O+N	Data, Consolidate, Consolidate
Alt+S+D+O+S	Data, Consolidate, Consolidate All
Alt+S+D+O+A	Data, Consolidate, Calculate Contribution
Alt+S+D+O+O	Data, Consolidate, Force Calculate Contribution
Alt+S+D+O+L	Data, Consolidate, Consoildate All With Data
Alt+S+D+U	Data, Adjust
Alt+S+D+U+J	Data, Adjust, Adjust
Alt+S+D+U+G	Data, Adjust, Grid Spread
Alt+S+D+U+A	Data, Adjust, Mass Allocate
Alt+S+D+V	Data, Visualize
Alt+S+D+V+E	Data, Visualize, Visualize in Excel
Alt+S+D+W	Data, View Comments
Alt+S+D+J	Data, Job Console
Alt+S+D+M	Data, Member Formula
Alt+S+D+I	Data, Instructions
Alt+S+D+F	Data, Offline
Alt+S+D+F+T	Data, Offline, Take Offline
Alt+S+D+F+Y	Data, Offline, Sync Back To Server
Alt+S+D+F+R	Data, Offline, Refresh Offline Definition
Alt+S+A	Analysis
Alt+S+A+Z	Analysis, Zoom In
Alt+S+A+Z+Z	Analysis, Zoom In, Zoom In
Alt+S+A+Z+N	Analysis, Zoom In, Next Level
Alt+S+A+Z+A	Analysis, Zoom In, All Level
Alt+S+A+Z+B	Analysis, Zoom In, Bottom Level
Alt+S+A+Z+E	Analysis, Zoom In, Same Level
Alt+S+A+Z+L	Analysis, Zoom In, Sibling Level

Keys	Action
Alt+S+A+Z+G	Analysis, Zoom In, Same Generation
Alt+S+A+U	Analysis, Zoom Out
Alt+S+A+K	Analysis, Keep Only
Alt+S+A+O	Analysis, Remove Only
Alt+S+A+V	Analysis, Pivot
Alt+S+A+T	Analysis, Pivot To POV
Alt+S+A+S	Analysis, Smart Slice
Alt+S+A+S	Analysis, Save ad Hoc to Grid (Planning)
Alt+S+A+C	Analysis, Cascade
Alt+S+A+C+S	Analysis, Cascade, Same Workbook
Alt+S+A+C+N	Analysis, Cascade, New Workbook
Alt+S+A+C+D	Analysis, Cascade, Different Workbooks
Alt+S+A+Q	Analysis, Query
Alt+S+A+Q+Q	Analysis, Query, Query Designer
Alt+S+A+Q+R	Analysis, Query, Run Report
Alt+S+A+Q+E	Analysis, Query, Execute MDX
Alt+S+A+Q+D	Analysis, Query, Data Filter
Alt+S+A+E	Analysis, Member Information
Alt+S+A+P	Analysis, Preserve Format
Alt+S+A+A	Analysis, Change Alias
Alt+S+A+I	Analysis, Member Selection
Alt+S+A+D	Analysis, Data Perspective
Alt+S+A+M	Analysis, Add Member
Alt+S+W	Workflow
Alt+S+W+P	Workflow, Approvals
Alt+S+W+V	Workflow, Copy Version
Alt+S+Q	Smart Query. When the Smart Query menu is open, use the arrow keys to scroll through the menu items.
Alt+S+S	Options



Keys	Action
Alt+S+F	Sheet Info
Alt+S+J	Linked Objects
Alt+S+M	More
Alt+S+M+G	More, Migrate Active Workbook (Financial Management)
Alt+S+M+B	More, Migrate Batch (Financial Management)
Alt+S+M+R	More, Migrate Active Workbook (Hyperion Enterprise)
Alt+S+M+E	More, Migrate Batch (Hyperion Enterprise)
Alt+S+M+I	More, Insert Connection List
Alt+S+M+P	More, Import Metadata
Alt+S+D+O	POV
Alt+S+H	Help
Alt+S+H+C	Help, Contents
Alt+S+H+P	Help, Oracle User Productivity
Alt+S+H+S	Help, Technical Support
Alt+S+H+E	Help, EPM Documentation
Alt+S+H+Z	Help, About

## Smart View Panel Navigation

Table 11 displays the keys for navigating in the Smart View Panel.

**Table 11** Smart View Panel Navigation

Keys	Action
Alt+S+P	Launch the Smart View Panel (Office 2007 and 2010)
F6	Switch between Smart View and Office components
Tab	Scroll through Smart View Panel
Up and down arrow keys	Scroll through items in tree view
Left and right arrow keys	In toolbars - move through buttons In tree views - expand or collapse a node
Alt+tab	Move from tree view to Action Panel

Keys	Action
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
Alt+F4	Close the Smart View Panel and move to grid (Office 2003)

## Smart Query Panel Navigation

**Table 12** Smart Query Panel Navigation

Keys	Action
F6	Switch between Smart Query and Office components
Ctl+Enter	Set focus from a dimension down to its properties
Ctl+X and Ctl+V	Move dimensions between axes

## Smart Query Ribbon Keyboard Equivalents

[Table 13](#) shows the keyboard equivalents for Office 2010. [Table 14](#) shows the keyboard equivalents for Office 2007.

**Table 13** Smart Query Ribbon Keyboard Equivalents for Office 2010

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

Key	Action
Arrow key + Enter	Change Alias, More Alias Tables
Alt+Y+1+Y+C	Indentation
Alt+Y+1+Y+D	Show Distinct Member Names
Alt+Y+1+Y+E	Suppress Rows with No Data

**Table 14** Smart Query Ribbon Keyboard Equivalents for Office 2007

Key	Action
Alt+Y+Y+0+1	Analyze
Alt+Y+Y+0+2	Designer Panel
Alt+Y+Y+0+3	Copy
Alt+Y+Y+0+4	Paste
Alt+Y+Y+0+5	Save
Alt+Y+Y+0+6	Open
Alt+Y+Y+0+7	Refresh
Alt+Y+Y+0+8	Automatic Refresh
Alt+Y+Y+0+9	Change Alias
Arrow key + Enter	Change Alias, None
Arrow key + Enter	Change Alias, More Alias Tables
Alt+Y+Y+1+0	Indentation
Alt+Y+Y+1+1	Show Distinct Member Names
Alt+Y+Y+1+2	Suppress Rows with No Data

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