








The banner features a dark blue background with a silhouette of a castle on the left and a group of people on the right. A glowing constellation of stars is visible in the sky. The word "URSA" is written in large, white, serif font on the right side, with a small grid of white squares to its right. Below the word "URSA", the text "Navigation Shortcuts" is written in a white, cursive font.

| Function | Menu Option | Keystroke Option | Toolbar Button |
|------------------------|----------------------------------|------------------|---|
| Cancel Query | Query>Cancel | Ctrl + q |  |
| Clear or Delete Record | Record>Clear or Record>Remove | Shift + F6 |  |
| Enter Query | Query>Enter | F7 |  |
| Execute Query | Query>Execute | F8 |  |
| Exit | File>Exit | Ctrl + q |  |
| Insert Record | Record>Insert | F6 |  |
| Next Block | Block>Next | Ctrl + Page Down |  |
| Next Field | Item>Next | Tab | |
| Next Record | Record>Next | Down Arrow |  |
| Previous Block | Block>Previous | Ctrl + Page Up |  |
| Previous Field | Item>Previous | Shift + Tab | |
| Previous Record | Record>Previous | Up Arrow |  |
| Rollback | File>Rollback | Shift + F7 |  |
| Save or Commit | File>Save | F10 |  |
| Select | File>Select | Shift + F3 |  |

This and other Ursa help sheets are available at www.unco.edu/aboutursa or in the Help Sheets channel of the Help tab in Ursa.