
















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](http://www.unco.edu/aboutursa)  
or in the Help Sheets channel of the Help tab in Ursa.*