

CHAPTER  
**14**

**FUNCTION KEYS**

**cur • ric • u • lum** (ke-rik'ye-lem)

n.pl. **cur • ric • u • la** (-le) or **cur • ric • u • lums**

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.









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








[Latin, *course*, from *currere*, *to run*. ]













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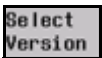

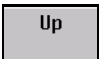
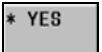
## A. Function Keys in Lookup

### Navigating through the program

Button	Press	To
CTRL + Y	CTRL + Y	This allows you to exit a report. It is especially handy when you have a long report and do not want to keep pressing the <NEXT PAGE> function key.
F9	F9	This removes the function key bar at the bottom of the window. Press F9 again to restore the function key bar. Speedware relies on function keys so make sure they are visible.
Tab	<Tab> on the keyboard	move forward through the fields or move from one menu selection to the next
	list selected	view the list of records that meet your selection criteria
	accept	update computer with the data shown on the screen
	backtab	move backwards through the fields
	change keys	switch to another set of function key labels
	continue	continue to the next screen of information
	down	move down through the records list
	exit program	exit the program
	help branch	display help for a particular menu item

<b>Button</b>	<b>Press</b>	<b>To</b>
	help field	display help for a particular field, usually in a pick list
	help screen	view information on the use of the screen and its fields
	left	move to the left across a menubar
	right	move to the right across a menubar
	main menu	return to the main menu
	menu bar	return to the menu bar at the top of the window
	next course	view the next version of a course or the next course
	next page	view the next page of data
	no	answer in the negative
	other parts	view other parts of the course outline
	outline sections	brings up a menu of other sections of the course outline
	page one	move to the first screen of course data

Button	Press	To
	page two	move to the second screen of course data
	previous action	go to the previous menu or screen
	previous page	go to the previous page or record
	print screen	prints what appears on the screen
	quit	get out of the program and return to the colon prompt
	reject	reject changes on current screen and return to the previous screen or menu
	return select	enter new selection criteria
	scroll backward	move up through the page of a report
	scroll forward	move down through the page of a report
	scroll left	move to the left of the page of a report
	scroll right	move to the right of the page of a report
	select printer	prompts you to choose a printer from a menu

Button	Press	To
	select version	prompts you to enter a course/number or course discipline, then you choose from a list the course version to view as an outline
	stop return	use to exit the help screen and return to the window
	up	move up through the records list
	yes	answer in the affirmative