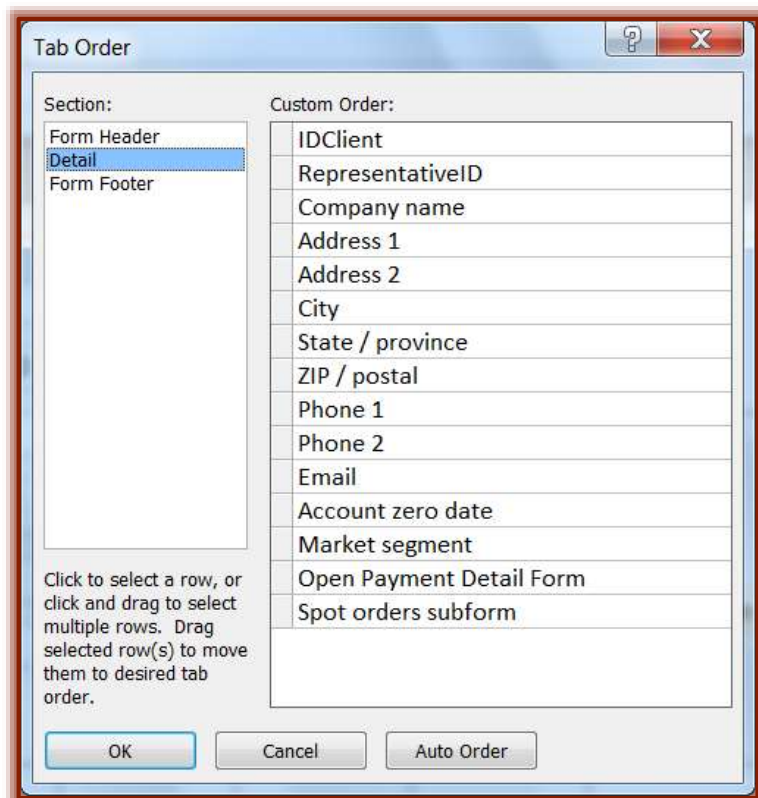
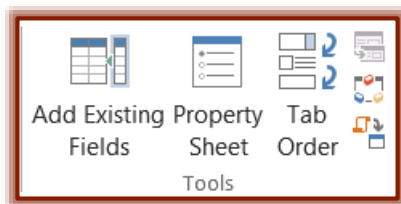


CHANGE THE TAB ORDER IN FORMS

You will be using **Access Training-Database1** for this exercise.

When entering data on a form, the Tab key is pressed to move from control to control in the order the controls are displayed in the form. This progression from control to control is the tab order. When a form is first completed, the tab order runs from top to bottom. When controls are moved from one position in the form to another, the tab order does not change. When using Access, it is possible to change the order in which the tabs move throughout the form. To do this, complete the steps below.

- Open the **Form in Design View**.
- Click the **Form Layout Tools: Design Tab**.
- In the **Tools Group**, click the **Tab Order** button (see illustration below).
- The **Tab Order** dialog box will appear (see illustration below).



- Choose the section for which the **Tab Order** is to be set. The default is **Detail**.
- The controls will appear in their current tab order.
- To change the order, click the selector for the control and then drag it up or down in the list. The selector is the gray square at the left of the control.
- To quickly set the tab order based on the controls' current position in the form, click the **Auto Order** button.
- Click **OK** to accept the changes.
- Close and save the form.