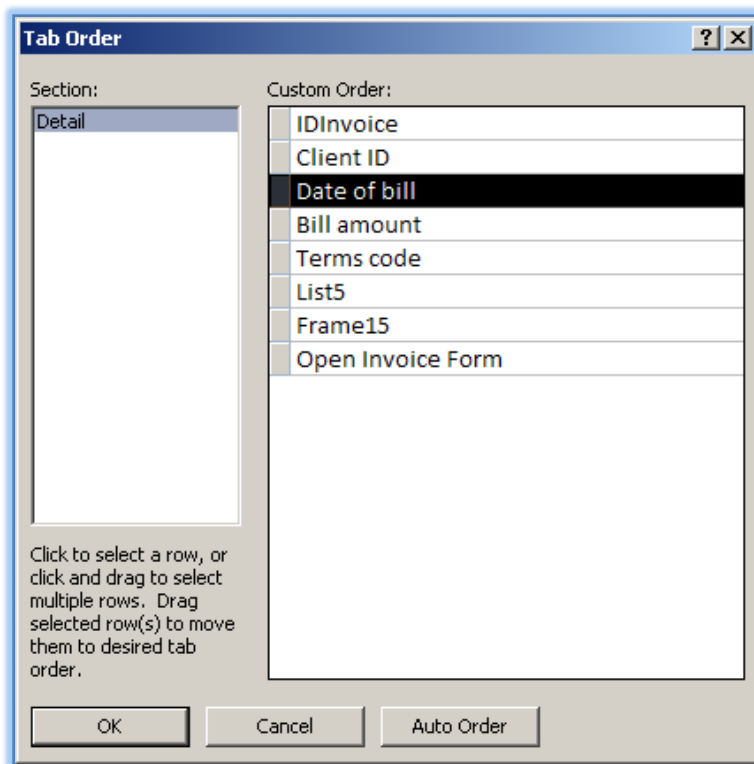


CHANGING THE TAB ORDER IN FORMS

You will be using the **Access Training** database 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 these steps:

- ❖ Open the **Invoices Form** in **Design View**.
- ❖ Do one of the following:
 - Click the **Arrange Tab** and then click **Tab Order** in the **Control Layout Group**.
 - Right-click the square in the form's upper-left corner and then select **Tab Order**.
- ❖ 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 a control and then drag it up or down in the list.
- ❖ 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.