MICROSOFT ACCESS MCQ BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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Q1. In Access, to Exit Office Access 2007Access

a) ALT+F4

b) CTRL+N

c) CTRL+O

d) None of these

Q2. You can display a database object in design view by

a) Selecting the database object and clicking the design button on the database window

b) Opening the database object and clicking the view button on the toolbar

c) Opening the database object and selecting Tools>Design view

d) Selecting the database object and press Ctrl + V

Q3. Press the following keys in Access to Open the Save As dialog box

a) F12

b) CTRL+S or SHIFT+F12

c) P or CTRL+P

d) CTRL+P

Q4. The filter by selection feature allows you to filter

a) Records that meet any of several criteria you specify

b) Those records that match an entity in a field

c) Records based on a criterion you specify

d) All of above

Q5. In Access press CTRL+F6 to

a) Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window

b) Restore the selected minimized window when all windows are minimized

c) Cycle between open windows

d) Toggle the Navigation Pane

Q6. What field type is used to store picture in a table?

a) Hyperlink

b) Memo

c) OLE

d) None

Q7. In Access to Move down one line

a) PAGE DOWN

b) F9

c) DOWN ARROW

d) F4 or ALT+DOWN ARROW

Q8. Which of the following is not a selection technique ?

a) To select a column, double click anywhere in the column

b) To select a row, click the record selector box to the left of the row

c) To select an entire table click the empty bosx to the left of the field names

d) To select a word, double click the word

Q9. In Access press CTRL+F8 to

a) Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window

b) Restore the selected minimized window when all windows are minimized

c) Cycle between open windows

d) Toggle the Navigation Pane

Q10. In Access press ALT+F11 to

a) Display the shortcut menu

b) Close the active window

c) Display the Control menu

d) None of these

Q11. The Fill/Back Color button on the formatting toolbar applies color to:

a) The background of the selected control

b) All aspects of the control

c) The text in the selected control

d) The border fo the selected control

Q12. The checking operation performed on input data is called the

a) Control of data

b) Cross check

c) Verification of data

d) Validation of data

Q13. Press the following keys in Access to Cancel Print Preview or Layout Preview

a) S

b) C or ESC

c) P or CTRL+P

d) CTRL+P

Q14. In Access press to Move to the previous page of the wizard

a) ALT+F

b) ALT+B

c) ALT+N

d) TAB

Q15. The following method you can use to add a new table to your database

a) Enter data directly by using a datasheet

b) Use Design View to create a table

c) Both of above

d) All of the above

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Answers to the above questions :

Q1. Answer: (a)

Q2. Answer: (a)

Q3. Answer: (a)

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DATA MINING AND DATA WARE HOUSE   ELECTRONICS DATA PROCESSING

Q4. Answer: (b)

Q5. Answer: (c)

Q6. Answer: (c)

Q7. Answer: (c)

Q8. Answer: (a)

Q9. Answer: (d)

Q10. Answer: (d)

Q11. Answer: (c)

Q12. Answer: (d)

Q13. Answer: (b)

Q14. Answer: (a)

Q15. Answer: (c)

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