

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

For All Competitive SSC, Bank, IBPS, UPSC, Railway, IT & Other Govt. Exams

Created By [Careericons](#) Team

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**Q1.** In Access press .....to Copy the selected control to the Clipboard

- a) CTRL+C
  - b) CTRL+X
  - c) CTRL+V
  - d) None of these
- 

**Q2.** In Access press.....to Move the selected control to the left (except controls that are part of a layout)

- a) CTRL+C
  - b) CTRL+X
  - c) CTRL+V
  - d) None of these
- 

**Q3.** In Access press CTRL+O to

- a) Open a new database
  - b) Open an existing database
  - c) Exit Office Access 2007Access
  - d) None of these
- 

**Q4.** In Access press .....to Move the selected control to the right (except controls that are part of a layout)

- a) CTRL+C

- b) CTRL+X
- c) CTRL+V
- d) None of these

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**Q5.** A query prompts a user for a data and then displays only records that contain the specified date. The type of query is this

- a) A parameter query
- b) A crosstab query
- c) An update query
- d) An action query

**Q6.** If you are creating a cross tab query, what must table you are querying contain?

- a) Lots of confusing information
- b) More than 100 records
- c) At least one field
- d) None of the above

**Q7.** In Access to open an existing database press

- a) CTRL+N
- b) CTRL+O
- c) ALT+F4
- d) None of these

**Q8.** What method can you use to add a new table to your database?

- a) Use Design View to create a table
  - b) Enter data directly by using a datasheet
  - c) Both of above
  - d) All of the above
- 

**Q9.** In Access press UP ARROW to

- a) Move up one line
  - b) Move up one page
  - c) Exit the combo box or list box
  - d) None of these
- 

**Q10.** The following property determines what is displayed in a control.

- a) The control source property
  - b) The display property
  - c) The comes from property
  - d) The data property
- 

**Q11.** How can you display Pivot Table report summary data in a currency format?

- a) Use custom calculation
  - b) Type in the currency symbol
  - c) Modify the field settings
  - d) None of the above
- 

**Q12.** What is the purpose of the description column in Table Design View?

- a) To define the data type applied to each field within the table
- b) To describe the data that should be entered in each field

- c) To enter lookup data that the field should refer to.
- d) None of the above

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**Q13.** Which editor was provided for use with Access Basic?

- a) The Visual Basic 1.0 editor
- b) Notepad
- c) The QuickBasic editor
- d) All of above

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**Q14.** In Access press ENTER to

- a) Toggle the Navigation Pane
- b) Cycle between open windows
- c) Restore the selected minimized window when all windows are minimized
- d) Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window

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

- a) Use Design View to create a table
- b) Enter data directly by using a datasheet
- c) Both of above
- d) All of the above

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**Answers to the above questions :**

**Q1. Answer: (a)**

**Q2. Answer: (d)**

**Q3. Answer: (b)**

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**Q4. Answer: (d)**

**Q5. Answer: (a)**

**Q6. Answer: (c)**

**Q7. Answer: (b)**

**Q8. Answer: (c)**

**Q9. Answer: (a)**

**Q10. Answer: (a)**

**Q11. Answer: (c)**

**Q12. Answer: (b)**

**Q13. Answer: (b)**

**Q14. Answer: (c)**

**Q15. Answer: (c)**

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