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

Q1. In Access pressto 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

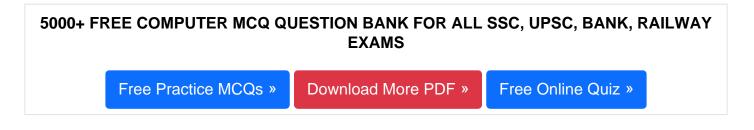
- a) Open a new database
- b) Open an existing database
- c) Exit Office Access 2007Access
- d) None of these

Q4. In Access pressto 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



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

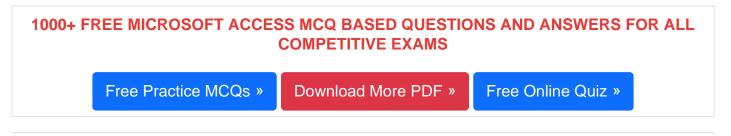
Q11. How can you display Pivot Table report summary data in a currency format?

- 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



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

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

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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DATA MINING AND DATA WARE HOUSE ELECTRONICS DATA PROCESSING

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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