

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

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Created By [Careericons](#) Team

Q1. In Access, to Exit Office Access 2007Access

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

Q2. In Access press ALT+F4 to

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

Q3. Press the following keys in Access to Open the Print dialog box from Print Preview

- a) CTRL+P
 - b) P or CTRL+P
 - c) S
 - d) C or ESC
-

Q4. In Access to Move down one page

- a) F4 or ALT+DOWN ARROW
- b) DOWN ARROW

c) PAGE DOWN

d) F9

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Q5. Press the following keys in Access to Cancel Print Preview or Layout Preview

a) CTRL+P

b) P or CTRL+P

c) S

d) C or ESC

Q6. The checking operation performed on input data is called the

a) Validation of data

b) Verification of data

c) Cross check

d) Control of data

Q7. In Access to open the Replace tab in the Find and Replace dialog box (Datasheet view and Form view only)

a) CTRL+F

b) CTRL+H

c) SHIFT+F4

d) None of these

Q8. When using Access Database, use this feature to have Access select only certain records in the database to prepare form letters.

- a) Report
 - b) Table
 - c) Query
 - d) Tools
-

Q9. Which of the following is NOT a report section?

- a) Report Header section
 - b) Summary section
 - c) Page header section
 - d) Details section
-

Q10. How can you display the relationship in a database?

- a) Select View > Relationship from the menu
 - b) Click the Relationship button on the toolbar
 - c) Select Edit > Relationship from the menu
 - d) All the above are true
-

Q11. According to Access Help, what's a good way to design a database?

- a) Start from data access pages and work backward
 - b) Sketch the design of your database using a pencil and paper
 - c) Use the Table Analyzer to reverse engineer your flat source data.
 - d) None of above
-

Q12. In Access press to Complete the wizard

- a) TAB
- b) ALT+N
- c) ALT+B
- d) ALT+F

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Q13. In Access press to Open the Choose Builder dialog box (Design view window of forms and reports)

- a) F6
- b) F7
- c) F8
- d) None of these

Q14. In Access to switch to the property sheet (Design view in forms and reports in both Access databases and Access projects)

- a) F2
- b) F4
- c) F5
- d) F6

Q15. In Access to Increase the height of the selected control

- a) SHIFT+RIGHT ARROW
- b) SHIFT+DOWN ARROW
- c) DOWN ARROW or CTRL+DOWN ARROW
- d) None of these

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (c)

Q3. Answer: (b)

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Q4. Answer: (c)

Q5. Answer: (d)

Q6. Answer: (a)

Q7. Answer: (a)

Q8. Answer: (c)

Q9. Answer: (b)

Q10. Answer: (b)

Q11. Answer: (b)

Q12. Answer: (d)

Q13. Answer: (b)

Q14. Answer: (b)

Q15. Answer: (b)

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