

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 press to Move to the next page of the wizard

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

Q2. In Access to switch between Edit mode (with insertion point displaye(D)

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

Q3. In Access press DOWN ARROW or CTRL+ DOWN ARROW

- a) Move the selected control to the right (except controls that are part of a layout)
 - b) Move the selected control to the left (except controls that are part of a layout)
 - c) Move the selected control up
 - d) None of these
-

Q4. The following database object can you import from one Microsoft Access database to another?

- a) Queries
- b) Tables

- c) Forms
- d) All of the above

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Q5. The Fill/Back Color button on the formatting toolbar applies color to:

- a) The border of the selected control
- b) The text in the selected control
- c) All aspects of the control
- d) The background of the selected control

Q6. You can keep the sum([Sales]) to calculate the totals for each month in

- a) the report footer section
- b) the page footer section
- c) the month group footer section
- d) the summary section

Q7. In Access to open the Find 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. In Access press CTRL+F8 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
-

Q9. In Access press CTRL+F6 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
-

Q10. Which of the following types of queries are action queries?

- a) Update queries.
 - b) Crosstab Queries
 - c) Parameter queries
 - d) Append Queries
-

Q11. Which action do you use in a macro to automatically send a report snapshot in an email message?

- a) Use mail
 - b) Send object
 - c) Run macro
 - d) All of the above
-

Q12. You view the properties of a form

- a) Select View>Form properties from the menu
- b) Right click anywhere on the form and select properties from the shortcut menu

- c) Double click the form selector box in the upper left corner of the form
- d) All of the above

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Q13. Press the following keys in Access to Open the Save As dialog box

- a) CTRL+P
- b) P or CTRL+P
- c) CTRL+S or SHIFT+F12
- d) F12

Q14. How can you display sales grouped by country, region, and salesperson, all at the same time?

- a) Use the Sort Descending command.
- b) Use the Pivot table view command
- c) Use the find command on specified groups
- d) All of above

Q15. In Access to switch to Form view from form Design view

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

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Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (a)

Q3. Answer: (d)

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Q4. Answer: (d)

Q5. Answer: (b)

Q6. Answer: (c)

Q7. Answer: (a)

Q8. Answer: (a)

Q9. Answer: (b)

Q10. Answer: (d)

Q11. Answer: (b)

Q12. Answer: (b)

Q13. Answer: (d)

Q14. Answer: (b)

Q15. Answer: (c)

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