

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

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Created By [Careericons](#) Team

Q1. The procedure for selecting multiple controls on a report?

- a) Hold down the Shift key as you click each object that you want to select
 - b) If the controls are aligned along a horizontal or vertical line, click the horizontal or vertical ruler above or to the left of the controls
 - c) Hold down the Ctrl key as you click each object that you want to select
 - d) All of these above are true
-

Q2. Which of the following is not a selection technique ?

- a) To select a word, double click the word
 - b) To select an entire table click the empty box to the left of the field names
 - c) To select a row, click the record selector box to the left of the row
 - d) To select a column, double click anywhere in the column
-

Q3. In Access pressto Cut the selected control and copy it to the Clipboard

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

Q4. In Access press ALT+F11 to

- a) Display the Control menu
- b) Display the shortcut menu

- c) Close the active window
- d) None of these

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Q5. In Access press to Move to the previous page of the wizard

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

Q6. In Access press ALT+F11 to

- a) Display the Control menu
- b) Display the shortcut menu
- c) Close the active window
- d) Switch between the Visual Basic Editor and the previous active window

Q7. Press the following keys in Access to Print the current or selected object

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

Q8. The following you can 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
-

Q9. You can display a database object in design view by

- a) Opening the database object and clicking the view button on the toolbar
 - b) Selecting the database object and clicking the design button on the database window
 - c) Selecting the database object and press Ctrl + V
 - d) Opening the database object and selecting Tools>Design view
-

Q10. A query summarizes information in a grid, organized by regions and months. Which type of query is this?

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

Q11. In Access press to Toggle the focus forward between controls in the wizard

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

Q12. What is the propose to a sub datasheet?

- a) To provide a hierarchial view of related tables or queries in a single window
- b) To display grouped data in a report
- c) To display summarized data.
- d) All of the above

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Q13. In Access to increase the width of the selected control

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

Q14. In Access press RIGHT ARROW or CTRL+RIGHT 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

Q15. In Access press ALT+SPACEBAR to

- a) Display the Control menu
- b) Display the shortcut menu
- c) Close the active window
- d) None of these

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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: (c)

Q6. Answer: (d)

Q7. Answer: (a)

Q8. Answer: (b)

Q9. Answer: (b)

Q10. Answer: (a)

Q11. Answer: (a)

Q12. Answer: (a)

Q13. Answer: (a)

Q14. Answer: (a)

Q15. Answer: (a)

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