

কলেজপাড়া যুব

কম্পিউটার প্রশিক্ষণ কেন্দ্র

MICROSOFT

ACCESS

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QUESTIONS



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- 1) _____ refers to the correctness and completeness of the data in a database?
 - A) Data security
 - B) Data integrity**
 - C) Data constraint
 - D) Data independence
- 2) _____ is a hardware component that is most important for the operation of a database management system
 - A) Microphone
 - B) High speed, large capacity disk to store data**
 - C) High-resolution video display
 - D) Printer
- 3) A _____ is a major database object used to display information in a printable page format
 - A) form
 - B) query
 - C) report**
 - D) table
- 4) A _____ is a unit of information in a _____
 - A) record, field
 - B) field, record**
 - C) data source, field
 - D) record, data source
- 5) A collection of related tables is called
 - A) Row
 - B) Record
 - C) Database**
 - D) File
- 6) A form can be used to
 - A) Modify records
 - B) Delete records
 - C) Format printed output
 - D) All of the above**
- 7) A primary key in any table has the _____ properties
 - A) Not Null
 - B) No Duplicates
 - C) Both of above**
 - D) None of above
- 8) A search value can be an exact value or it can be
 - A) Logical operator
 - B) Relationship
 - C) Wild card character**
 - D) Comparison operation



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- 9) A small button with three dots usually displayed set the right of field properties box
- A) Make button
 - B) Expression button
 - C) Build button**
 - D) None of above
- 10) A value that is automatically entered in a field for a new record
- A) Default value**
 - B) Input mask
 - C) None of above
 - D) Validation rule
- 11) A(n) ___ in the Record Selector indicates a new record.
- A) check mark
 - B) pencil
 - C) asterisk**
 - D) arrow
- 12) A_____enables you to view data from a table based on a specific criterion
- A) Form
 - B) Query**
 - C) Macro
 - D) Report
- 13) A_____name must be unique within a database
- A) Character
 - B) Record
 - C) Table**
 - D) Field
- 14) As access database object that is used to enter, view or edit records
- A) Table
 - B) Query
 - C) Report
 - D) **Form**
- 15) Both conditions display on the same row in the design grid when _____operator is in use
- A) Or
 - B) In
 - C) And**
 - D) Like
- 16) Data can be import into Access Database from
- A) Word
 - B) Excel**
 - C) PowerPoint
 - D) HTML
- 17) Every table in relational database contain a field or



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combination of fields that can uniquely identify each record, it is called

- A) Primary Key
- B) Native Key
- C) Composite Key
- D) Foreign Key

18) Extension of MS Access 2016

- A) .MDB
- B) .EXE
- C) .ACCDB
- D) None of above

19) How can you email as Access file as PDF from MS-Access 2016

- A) Database Tools> Email
- B) File> Email
- C) Home> Email
- D) External Data> Email

20) How can you link a table with another so that a field in current table will display values in drop down box from another table while entering data:

- A) Query Wizard
- B) Lookup Wizard
- C) Form Wizard
- D) Report Wizard

21) How do you insert a graphic of your company's logo on a report

- A) Select Tools-> Insert Picture from the menu
- B) Database Tools->Logo
- C) Design Tab->Logo
- D) You can't MS access won't let you insert graphics file

22) How to Count duplicate data in a query

- A) Update query Design-> Update To
- B) Design->Update
- C) Select query Design->Total
- D) Design->Count

23) How to Import data form Excel to Access 2016

- A) External Data> New Data Source> Excel
- B) Insert> New Data Source> Excel
- C) Database Tools> New Data Source> Excel
- D) Create> New Data Source> Excel

24) If you creating a crosstab query, what must table you are querying contain?

- A) More than 200 records
- B) More than 100 records



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- C) At least three field**
D) All of above
- 25) If you make an invalid entry in the input mask wizard dialog box, this will display to advise you that the entry is not correct
A) Text error
B) Validation error
C) Literal error
D) Entry error
- 26) If you need to edit a relationship
A) Right click the relationship line and choose edit relationship
B) Double click the relationship line
C) Both of above
D) None of above
- 27) If you write criteria values vertically(one in a row)it will mean
A) OR conditions
B) AND conditions
C) NOT conditions
D) None of above
- 28) In Database, identification of Data is called
A) Database
B) Field
C) Record
D) Table
- 29) In Datasheet View, new records are added to a table ____
A) in alphabetical order
B) at the end of the table
C) at the beginning of the table
D) in numerical order
- 30) In MS Access "Lookup Wizard" is used to
A) To select from previous values
B) To select values from Excel Sheet
C) To select values from another Table
D) Not a Data Type
- 31) in MS Access, AutoNumber Data Type
A) Can be Sequential
B) Can be Random
C) Can be Edited
D) **Can be A or B**
- 32) In MS-Access "Hyperlink" Data Type can store
A) Web Address
B) Email Address
C) Path of a File



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D) **All of above**

33) In MS-Access 2016, OLE object

Data type can store

- A) Microsoft Word document
- B) Microsoft Excel document
- C) Sound
- D) **All of above**

34) In the form wizard dialog box, the fields from the selected table are displayed in this list box.

- A) All fields
- B) All records
- C) Available records
- D) **Available fields**

35) In which of the following formats data is stored in the database management system

- A) Image
- B) Text
- C) **Table**
- D) Graph

36) It is used to calculate and restructure data for easier analysis of your data. It calculates the sum,

- A) Parameter
- B) Select

C) **Crosstab**

D) Append

37) Press the following keys in MS-Access to print the current or selected object

- A) **CTRL+P**
- B) P
- C) S
- D) Esc

38) Queries are based on this, allowing you to use a query as the source for forms and reports

- A) Filters
- B) **Tables**
- C) Records
- D) Fields

39) Query design window has two parts. The upper part shows

- A) Name of fields, field type and size
- B) **Tables with fields and relationships between tables**
- C) Criteria
- D) sorting check boxes

40) Select the invalid field name

- A) Student_Address
- B) Student'sAddress
- C) **Student.Address**



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- D) Student Address
- 41) The Appropriate Data Type to store Time in MS Access
- A) Date/Time
- B) Now
- C) Time
- D) Time cannot be stored
- 42) The Database Language that allows you to Access or maintain Data in Database
- A) DCL
- B) DML
- C) DDL
- D) None of Above
- 43) The most popular commercial DBMS
- A) Microsoft SQL Server
- B) Microsoft Access
- C) MySQL
- D) Oracle
- 44) The purpose of the primary key in a database is to
- A) Provide a map of the data
- B) Unlock the Database
- C) Establish constraints on data base operations
- D) Uniquely identify a record
- 45) The statement that extracts specific information is called?
- A) Query
- B) Report
- C) Wizard
- D) Table
- 46) The third stage in designing a database is when we analyze our tables more closely and create a _____ between tables
- A) Relationship
- B) Join
- C) Query Language
- D) None of these
- 47) The two form layout types will display multiple records at one time ate tabular and _____
- A) columnar
- B) justified
- C) data sheet
- D) pivot table
- 48) The _____ button on the tool box display data from a related table
- A) Sub form/Sub report
- B) Relationship
- C) Select objects



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- D) More controls
- 49) The ___ operator will cause a record to be selected only if two or more conditions are satisfied
- A) Or
B) If or
C) Range
D) **And**
- 50) There are certain packages that allow people to define data items, place these items in particular records, combine the records into designated files and then manipulate and retrieve the stored data. What are they called
- A) Data storage system
B) **Database management system (DBMS)**
C) Batch processing system
D) Data communication package
- 51) This data type allows alphanumeric characters and special symbols
- A) **Text**
B) Memo
C) Auto Number
D) None of the above
- 52) Q52. This type of query summarizes large amounts of data in easy- to-read, row-and-column format.
- A) **Crosstab**
B) Columnar
C) Select
D) Action
- 53) To create relationship between two tables
- A) **drag the primary key of a table into foreign key of another table**
B) drag the foreign key of a table into the primary key of another table
C) drag any field from parent table and drop on child table
D) Any above can be done to create relationship
- 54) Using the keyword _____ will return records in which the field value equals a defined text.
- A) Between
B) Is Null
C) **Like**
D) Not
- 55) Validation Rule in a Field will

- A) Checks the value entered when user leaves the field**

B) Displays the value in specified format when user leaves the field

C) Defines the appearance for the text

D) There is no option of Validation Rule

56) We can remove a relationship defined between two tables by

A) From edit menu choose delete relationship

B) Select the relationship line and press delete

C) Choose delete option from relationship menu

D) All of above

57) What are the column in MS Access Table called

A) Column

B) Record

C) Data

D) **Field**

58) What does an RDBMS consist of?

A) Collection of Records

B) Collection of Keys

C) Collection of Tables

D) Collection of Fields

59) What does the show check box in query design window indicate

A) It Indicates whether the field is to be used or not

B) In Indicates whether the field names to be displayed in query result or not

C) It Indicates whether that the data of the specific field is to be displayed in query result or not

D) None of above

60) What is a comparison Operator in Access

A) =

B) ==

C) !=

D) <>

61) What is a database

A) Organized collection of information that cannot be accessed, updated, and managed

B) Collection of data or information without organizing

C) Organized collection of data or information that can be



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- C) 68
D) Any no. of Character
- 69) 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
- 70) Which is NOT an option of the Picture Size Mode property?
A) Clip
B) Fit
C) Stretch
D) Zoom
- 71) Which major database object stores all data?
A) Field
B) Query
C) Record
D) **Table**
- 72) Which of the following has width 8 bytes
A) Memo
B) Number
C) Date/Time
D) Hyperlink
- 73) Which of the following is a database management tool developed by Microsoft?
A) Sybase
B) Dbase
C) MS Access
D) All of the above
- 74) Which of the following is not a database application?
A) dBase
B) Access
C) FoxPro
D) **Flash**
- 75) Which of the following is not a database object in MS-Access
A) Tables
B) Query
C) Report
D) **Relationship**
- 76) Which of the following is not a logical database structure?
A) Chain
B) Network
C) Tree
D) Relational



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77) Which of the following is not a type of MS Access Database

- A) Modules
- B) Form
- C) Table
- D) **Worksheets**

78) Which of the following is not Modification of the Database

- A) Deletion
- B) Insertion
- C) **Sorting**
- D) Updating

79) Which of the following is used to create a custom input mask in Microsoft Access?

- A) **Input Mask Wizard**
- B) Report Wizard
- C) Query Wizard
- D) Form Wizard

80) Which of the following methods CANNOT be used to copy a block of text from one part of a table to another?

- A) Press [Ctrl]+[C] and [Ctrl]+[V]
- B) Right-click, choose from the shortcut menu Copy and Paste
- C) **Press [Ctrl]+[+] and [Ctrl]+[-]**

D) From the ribbon, select Copy and Paste

81) Which of the following options represents the fundamental property of a relational database?

- A) it may contain up to 10 columns
- B) it may contain many rows
- C) **it may contain multiple tables**
- D) none of these

82) Which of the following statements does NOT hold true for the Top Values property?

- A) **The Top Values property displays only the highest values from the query.**
- B) The Top Values property requires the fields to have a defined sort order.
- C) The Top Values property finds a specified number of records.
- D) The Top Values property finds a specified percentage of records.

83) Which query is to Calculate Total/Average of some numbers

- A) Crosstab Query
- B) **Update Query**
- C) Sum Query

D) Page up

- A) Image oriented data
- B) Text, files containing data
- C) Data in the form of audio or video
- D) **All of the above**

A) AutoNumber

B) AutoValue
C) AutoIncrement
D) AutoSize

86) You can automatically include all of the field in a table in a query by__ a strike that appear list box in query design view

- A) Clicking
- B) Right clicking
- C) Double clicking**
- D) None of the above

87) You can move between fields in a form by using any of these keys except

- A) Tab
- B) Enter
- C) Shift+tab

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