

Sample Questions: MS Access (Computer Operator)

1. When a picture or other graphic image is placed in the report header section it will appear _____

- a. Once in the beginning of the report
- b. At the top of every page
- c. Every after record break
- d. On the 1st and last pages of the report

2. Cascade delete option

- a. is used to delete all the records of all tables in a database
- b. will repeat the recent delete operation to all the records of current table
- c. is available in Edit relationship dialog box which makes sure that all the related records will be deleted automatically when the record from parent table is deleted
- d. None of above

3. This data type allows alphanumeric characters and special symbols.

- a. text
- b. memo
- c. auto number
- d. None of the above

4. 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

5. In a database table, the category of information is called _____

- a. tuple
- b. field
- c. record
- d. All of above

6. To create a new table, in which method you don't need to specify the field type and size?

- a. Create table in Design View
- b. Create Table using wizard
- c. Create Table by Entering data
- d. All of above

7. Which of the following is not a database object?

- a. Tables
- b. Queries
- c. Relationships
- d. Reports

8. In one-to-many relationship the table in 'one' side is called _____ and on 'many' side is called

- a. Child , Parent
- b. Parent , Child
- c. Brother , Sister
- d. Father , Son

9. 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
- d. None of these

10. Two tables can be linked with relationship so that the data integrity can be enforced. Where can you find Relationship Command?

- a. Home Tab
- b. Create Tab
- c. External Data Tab
- d. Database Tab

11. This is the stage in database design where one gathers and lists all the necessary fields for the database project.

- a. data definition
- b. data refinement
- c. establishing relationship
- d. none of the above

12. The two form layout types will display multiple records at one time are tabular and _____

- a. columnar
- b. justified
- c. data sheet
- d. pivot table

13. The size of a field with Number data type can not be

- a. 2
- b. 4
- c. 8
- d. 16

14. A small button with three dots usually displayed at the right of field properties box

- a. Make button
- b. Expression button
- c. Build button
- d. None of above

15. The size of Yes No field is always

- a. 1 bit
- b. 1 byte
- c. 1 character
- d. 1 GB

16. This key uniquely identifies each record

- a. primary key
- b. key record
- c. unique key
- d. field name

17. The command center of access file that appears when you create or open the MS Access database file.

- a. Database Window
- b. Query Window
- c. Design View Window
- d. Switchboard

18. A database language concerned with the definition of the whole database structure and schema is _____

- a. DCL
- b. DML
- c. DDL
- d. All of above

19. When creating a new table which method can be used to choose fields from standard databases and tables

- a. Create table in Design View
- b. Create Table using wizard
- c. Create Table by Entering data
- d. None of above

20. What happens when you release mouse pointer after you drop the primary key of a table into foreign key of another table?

- a. A relationship is created
- b. Edit relationship dialog box appears
- c. Error occurs
- d. Nothing happens

21. How can you define a field so that when entering data for that field it will display ***** instead of actual typed text

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-
- a. Input mask b. Validation Rule c. Indexed d. IME Mode

22. To sort records in a table

- a. Open table, click on the field on which the sorting is to be done, then click Sort button on database toolbar
b. Open table, click Sort button on database toolbar, choose field based on which to sort, click OK
c. Click the field heading to sort it ascending or descending
d. All of above

23. 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 of above can be done to create relationship

24. After entering all fields required for a table, if you realize that the third field is not needed, how will you remove?

- a. You need to delete the whole table, There is no method to remove a particular field only.
b. Delete all the fields from third downwards and reenter the required fields again.
c. Select the third column in datasheet view then Delete
d. Select the third row in table design view then Delete

25. To duplicate a controls formatting you can use____

- a. Manager b. Wizard c. Painter d. Control

26. Which field type will you select when creating a new table if you require to enter long text in that field?

- a. Text b. Memo c. Currency d. Hyperlink

27. In table design view what are the first column of buttons used for

- a. Indicate Primary Key b. Indicate Current Row c. Both of above d. None of above

28. What does the show check box in query design window indicate

- a. It indicates whether the field is to be used or not
b. It indicates whether the field is to be displayed in query result or not
c. It indicates whether the field names to be displayed in query result or not
d. None of above

29. Which of the following is not a type of relationship that can be applied in Access database

- a. One to One b. One to Many c. Many to Many d. All of above can be applied

30. This option allows you to build a new table by entering data directly into the datasheet.

- a. datasheet view b. design view c. link table d. None of the above

31. To create queries in Access

- a. You can drag and drop fields on query builders b. you can type the SQL command in SQL view
c. You can use query wizard or design view d. All of above

32. Following is not a database model

- a. network database model b. relational database model
c. Object Oriented database model d. None

33. In table design view, which key can be used to switch between the field names and properties panels?

- a. F3 b. F4 c. F5 d. F6

34. Which of the following is NOT a type of Microsoft Access database object?

- a. Table b. Form c. Worksheets d. Modules

35. Which of the field has width 8 bytes?

- a. Memo b. Number c. Date/Time d. Hyperlink

36. Which is not a view to display a table in Access?

- a. Datasheet View b. Design View c. Pivot Table & Pivot Chart View d. None of above

37. Which of the following database object hold data?

- a. Forms b. Reports c. Queries d. Tables

38. The__ button on the tool box display data from a related table

- a. Sub form sub report b. Relationships c. Select objects d. More controls

39. The expression builder is an access tool that controls an expression__ for entering an expression

- a. Table b. Box c. Cell d. Palette

40. A _____ enables you to view data from a table based on a specific criterion

- a. Form b. Query c. Macro d. Report

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41. Which of the following database object produces the final result to present?

- a. Forms b. Reports c. Queries d. Tables

42. The default and maximum size of text field in Access

- a. 50 and 255 Characters b. 8 and 1 GB c. 266 characters & 64000 characters d. None

43. Cascade update option

- a. means do not change the value in the primary key field if that record has related records in another table
b. means change all the related records in child tables if the record in parent table is changed
c. Both of above d. None of above

44. You can set a controls border type to make the border invisible.

- a. Transparent b. Invisible c. Do not display d. No border

45. The database language that allows you to access or maintain data in a database

- a. DCL b. DML c. DDL d. None of above

46. Referential integrity means

- a. Do not enter a value in the foreign key field of a child table if that value does not exist in the primary key of the parent table
b. Do not enter a value in the primary key field of child table if that value does not exist in the primary key of the parent table
c. Do not enter a value in the foreign key field of a parent table if that value does not exist in the primary key of the child table
d. All of above

47. A __ name must be unique within a database

- a. Table b. Field c. Record d. Character

48. It is an association established between common fields of two tables.

- a. line b. relationship c. primary key d. records

49. Which of the following is not a field type in Access?

- a. Memo b. Hyperlink c. OLE Object d. Lookup Wizard

50. When entering field name, how many characters you can type in maximum?

- a. 60 b. 64 c. 68 d. Any number of character

51. It is a database object to view, change, and analyze data in different ways

- a. query b. form c. report d. None of the above

52. Which of the following creates a drop down list of values to choose from a list?

- a. OLE Object b. Hyperlink c. Memo d. Lookup Wizard

53. To achieve AND effect when you are entering criteria in a query design window

- a. write criteria values vertically one in a row b. write criteria values horizontally

c. Write criteria values in same field separated with AND

d. Write criteria values in same field separated with &

54. A search value can be an exact value or it can be

- a. Logical Operator b. Relationship c. Wild card character d. Comparison operation

55. What are the columns in a Microsoft Access table called?

- a. Rows b. Records c. Fields d. Columns

ANSWER KEY:

1 - a	2 - c	3 - a	4 - b	5 - b	6 - c	7 - c	8 - b	9 - a	10 - d
11 - a	12 - c	13 - d	14 - c	15 - a	16 - a	17 - a	18 - c	19 - b	20 - b
21 - a	22 - a	23 - a	24 - d	25 - c	26 - b	27 - c	28 - b	29 - d	30 - a
31 - d	32 - d	33 - d	34 - c	35 - c	36 - d	37 - d	38 - a	39 - b	40 - b
41 - b	42 - a	43 - c	44 - a	45 - b	46 - a	47 - a	48 - b	49 - d	50 - b
51 - a	52 - d	53 - b	54 - c	55 - c					

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56. What is a form in MS Access?

- a. It is a printed page where users will write their data to fill it up
- b. It is an input screen designed to make the viewing and entering data easier
- c. This is an important part of database used by analysts to draw conclusions
- d. All of above

57. 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

58. It is a sign or symbol that specifies the type of calculation to perform and produce a result

- a. operator
- b. query
- c. expression
- d. None of the above

59. 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

60. Unlike text data type, this can store up to maximum of 65, 535 characters.

- a. memo
- b. data/time
- c. number
- d. All of above

61. 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

62. Which field type can store photos?

- a. Hyperlink
- b. OLE
- c. Both of these can be used
- d. Access tables can't store photos

63. Queries in Access can be used as

- a. view, change and analyze data in different ways
- b. a source of records for forms and reports
- c. Only a
- d. Both a and b

64. While creating relationship, when you drag a field to drop into another table the mouse pointer changes into

- a. a doctor's sign
- b. thin + sign
- c. outline rectangle
- d. None of above

65. Which of the following is a method to create a new table in MS Access?

- a. Create table in Design View
- b. Create Table using wizard
- c. Create Table by Entering data
- d. All of above

66. It is most common type of query. It retrieves records from one or more tables and then displays the

- a. Parameter
- b. Select
- c. crosstab
- d. All of above

67. What is the difference between 'Open' and 'Open Exclusively'?

- a. Open statement opens access database files and Open Exclusively opens database files of other program like Oracle
- b. Open Exclusive locks whole database so that no one can access it whereas Open locks only the record that is being accessed
- c. Both Open and Open Exclusively are same
- d. Open Exclusive command does not exist in MS Access

68. Which of the following statement is true?

- a. Reports can be used to retrieve data from tables and calculate
- b. Queries can be printed in well formatted manner and presented as the information
- c. Queries can include calculated fields that do not exist in table
- d. Reports and forms are similar but forms are used to print but reports to display on screen only

69. It is a query that when run displays its own dialog box prompting you for information, such as

- a. Select
- b. Crosstab
- c. Parameter
- d. Append

70. 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

71. What is the maximum length a text field can be?

- a. 120
- b. 255
- c. 265
- d. 75

72. Which of the following statement is true?

- a. Foreign key fields don't allow duplicate values
- b. In primary key field you can enter duplicate value
- c. In an indexed field you may or may not enter duplicate value depending upon setting
- d. All statements are true

73. Microsoft Access is a

- a. RDBMS
- b. OODBMS
- c. ORDBMS
- d. Network database model

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74. If you need to edit a relationship

- a. Right click the relationship line and choose Edit Relationship
c. Both of above
b. Double click the relationship line
d. None of above

75. DCL provides commands to perform actions like

- a. Change the structure of tables
c. authorizing access and other control over database
b. insert, update or delete records and data values
d. None of above

76. Which of the following store command to retrieve data from database?

- a. Forms b. Reports c. Queries d. Tables

77. Both conditions display on the same row in the design grid when ___ operator is in use

- a. OR b. IN c. AND d. LIKE

78. If you write criteria values vertically (one in a row) it will mean

- a. OR conditions b. AND conditions c. NOT condition d. None of above

79. The key uniquely identifies each record in a table.

- a. primary key b. key word c. filed name d. All of above

80. What do you mean by one to many relationship between Student and Class table?

- a. One student can have many classes b. One class may have many student
c. Many classes may have many students d. Many students may have many classes

81. A part of database that stores only one type of data is

- a. Report b. Field c. Query d. Record

82. Which of the following may not be a database?

- a. Data presented in table in MS Word document
c. A presentation created in PowerPoint
b. Data entered in Excel spreadsheet
d. A telephone diary

83. A database can be best described as

- a. Organized collection of data
c. Graphical representation of data
b. Useful presentation of data
d. All of above

84. Which of the following term is least related to database?

- a. Attributes b. Tuples c. Relationship
d. Columns

85. Collection of related records in a database is known as

- a. File b. Bench c. Table d. Relationship

86. The task of arranging data in order is called

- a. Searching b. Sorting c. Ordering d. Shorting

87. Each record is constituted by a number of individual data items which are called

- a. Fields b. Data Types c. Relations d. Tables

88. Which of the following is not a database object in MS Access?

- a. Tables b. Query c. Report d. Relationship

89. A database object in MS Access that stores a question about the data in database?

- a. Table b. Form c. Query d. Report

90. The complete information about an entity in a database is called

- a. Data b. Information c. Field d. Record

91. Database Management Systems are featured with:

- a. The facility to easy editing, spelling check, auto pagination, layout and printing reports
b. The ability to store large amount of data to facilitate easy update, sort and retrieval
c. The ability to calculate efficiently with the help of built-in functions and analyze
d. All of above

92. Which of the following can be an example of a database?

- a. Address book of all the suppliers of a company b. Salary sheet of all the employees of a company
c. Records of daily sales transactions of a company d. All of above

93. An Access database object that is used to enter, view or edit records

- a. Table b. Form c. Query d. Report

94. Which of the following expresses correct order?

- a. Characters, Fields, Records, Tables, Files, Databases
b. Characters, Fields, Records, Tables, Database, Files

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- c. Databases, Tables, Records, Field, Character
d. Files, Databases, Tables, Records, Fields, Characters

95. Every table in relational database contain a field or combination of fields that can uniquely identify each records, it is called

- a. Foreign key b. Native key c. Composite key d. Primary key

96. If I create 'Student' field in 'Fees' table to store 'student_id' of 'Students' table, then this 'Student' field in 'Fees' table is called:

- a. Foreign key b. Native key c. Composite key d. Primary key

97. A composite key is

- a. Required when a table does not have any unique fields in it
b. The primary key with AutoNumber as the field type
c. Made up of two or more fields to uniquely identify records
d. Is a foreign key that uniquely identifies records

98. A primary key in any table has the properties

- a. Not Null b. No Duplicates c. Both of above d. None of above

99. To create primary key for a table when in design view

- a. Type PRIMARY in field type box when creating required field
b. Mark the Primary check box in field name of required field
c. Click the Primary Key button in Design ribbon when the cursor is in required field
d. None of the above

100. 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. Look up Wizard c. Form Wizard d. Report Wizard

101. An organized collection of logically related data is known as

- a. Data b. Meta data c. Database d. Information

102. In databases, Locking level is also called as

- a. Granularity b. S lock c. X lock d. Dead lock

103. Which of the following is not a database application?

- a. dBase b. Flash c. FoxPro d. Access

104. The complete picture of data stored in database is known as

- a. Record b. Schema c. System flowchart d. Dbms

105. Which of the following is not a logical database structure?

- a. Chain b. Network c. Tree d. Relational

106. In a datasheet, what does each column represent?

- a. Record b. Field c. Database d. Table

107. In a datasheet, what does each row represent?

- a. Record b. Field c. Database d. Table

108. A _____ is a unit of information in a _____

- a. record, field b. field, record c. data source, field d. record, data source

109. What do you call a primary key field included in another table?

- a. Foreign key b. Parent key c. Child key d. Index

110. Which type of field is incremented automatically?

- a. Auto Elevate b. AutoNumber c. Auto Increment d. Auto Value

ANSWER KEY:

					56 – b	57 – c	58 – a	59 – b	60 – a
61 – d	62 – b	63 – d	64 – c	65 – d	66 – b	67 – b	68 – c	69 – c	70 – c
71 – b	72 – c	73 – a	74 – c	75 – c	76 – c	77 – c	78 – a	79 – a	80 – a
81 – b	82 – c	83 – a	84 – d	85 – c	86 – b	87 – a	88 – d	89 – c	90 – d
91 – b	92 – d	93 – b	94 – a	95 – d	96 – a	97 – c	98 – c	99 – c	100 – b
101 – c	102 – a	103 – b	104 – b	105 – a	106 – b	107 – a	108 – b	109 – a	110 – b

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111. Which object is used to create a form?

- a. Tables and Queries b. Tables only c. Tables and reports d. Queries and reports

112. What determines a table's sort order?

- a. AutoNumber field b. Index field c. Field order d. Primary key

113. What is an intersection of a row and a column?

- a. Form b. Cursor c. Cell d. Record

114. Which tool do you use to create a query object?

- a. Database wizard b. Simple filter wizard c. Simple query wizard d. Table query wizard

115. Which of the following is not a view for interacting with a form object?

- a. Datasheet view b. Design view c. Form view d. Layout view

116. What is the purpose of indexing?

- a. To reduce table size b. To speedup data search c. both A and B d. none of the above

117. Which is the valid data type in Access?

- a. Number b. Text c. Currency d. All of the above

118. A subset of characters within a data field is known as

- a. Record b. File c. Data string d. Byte

119. What is the full form of SQL?

- a. Sophisticated Question List b. Structured Question List
c. Structured Query Language d. Small Query Length

120. Data items groped together for storage purposes are called a

- a. Record b. Title c. List d. String

121. Which of the following is not a type of Microsoft Access database object?

- a. Queries b. Workbooks c. Forms d. Tables

122. Which query do you use to answer the question "Which employees earn more than \$5000 a month"?

- a. Search query b. Cross tab query c. Select query d. Update query

123. In which order do you place the field to sort a Dynaset first by zipcode, then by lastname and then by firstname?

- a. zipcode, firstname, lastname b. firstname, lastname, zipcode
c. zipcode, lastname, firstname d. can't sort by multiple fields

124. What is the memo data type field used for?

- a. To add table b. To store objects created in other programs
c. For long text entries d. For shout text entries of no more than 255 characters

125. 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

126. What is the propose to a sub datasheet?

- a. To provide a hierarchical 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

127. 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

128. 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

129. How to make a date field DOB store the dates like "2002/10/17" ?

- a. By setting the input mask property to "yyyy/mm/dd"
b. By setting the format property to "yyyy/mm/dd"
c. By entering dates in yyyy, mm, dd order
d. none of the above

130. You have field 'Sex' of type Byte Number. How to limit its value to 0 and 1 only?

- a. By setting required to 'Yes' b. By using default value
c. By defining validation rule d. By using format

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131. In an application created using the database wizard, the main menu is presented as a:

- a. form, called a switchboard
- b. report, called a menu
- c. table, called a switchboard
- d. query, called a menu

132. Which leads you through the process of creating a table?

- a. wizard
- b. assistant
- c. relation
- d. coach

133. Which data type is better to use for storing the price of an item?

- a. Text
- b. AutoNumber
- c. Number
- d. Currency

134. Which do you click to display the table's primary key and indexes in a separate window?

- a. indexes button
- b. primary key button
- c. view datasheet button
- d. view design button

135. After right click the field selector button, which do you choose to delete a field in design view?

- a. Delete field
- b. delete rows
- c. remove field
- d. remove rows

136. Which tool is used to generate printout of a table's structure?

- a. Analyzer
- b. Designer
- c. Documenter
- d. Generator

137. Which of the following is not a legitimate section for form objects?

- a. Form detail
- b. Group header
- c. Form header
- d. Page footer

138. What is the first step in creating a form or report with the form wizard or report wizard?

- a. Selecting the fields that you want to appear in the form or report
- b. Selecting the underlying table or query on which you want to base the form or report
- c. Reading several screens of mostly useless information and clicking next
- d. Selecting how the form or report should be formatted

139. Which action will optimize your database performance?

- a. Set the record set type to snapshot
- b. Use the compact and repair database tool
- c. Create a replica of the database
- d. All of the above

140. 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

141. A relational database management (RDBMS) package manages data in more than one file at once. How does it organize these files? As

- a. Tables
- b. Relations
- c. Tuple
- d. Both a and b

142. What data type should you choose for a zip code field in a table?

- a. Text
- b. Number
- c. Memo
- d. All of above

143. In order to use dbms, it is important to understand

- a. The physical schema
- b. All sub schemas that the system supports
- c. One sub schema
- d. Both a and b

144. A list consists of last names, first names, address and pin codes if all people in the list have the same last and the same pin code, a useful key would be

- a. The pin code
- b. The last name
- c. A compound key consisting of the first name and the last name
- d. All of the above

145. What happens when you add the asterisk (*) from any field list to a query?

- a. The table will not include any fields from the table
- b. The query sorts the table's records in the order you specify
- c. The query will include every field from the table
- d. The query uses the records from the table without displaying them

146. What do you call the process of restricting the display of records in a table to those matching a particular criterion?

- a. filtering
- b. restricting
- c. sorting
- d. sifting

147. 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

148. The filter by selection feature allows you to filter:

- a. Those records that match an entity in a field
- b. Records based on a criterion you specify
- c. Records that meet any of several criteria you specify
- d. All of above

149. In the relationships window, what does the appearance of symbols, such as 1 and the infinity symbol, at the endpoints of a relationship line mean?

- a. Referential integrity is enforced
- b. Referential integrity isn't enforced
- c. An inner join is set
- d. An outer join is set

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150. How can you add a table to the relationship window?

- a. Select tools>add table from the menu
- b. Select the table from the table list on the toolbar
- c. Click the show table button on the toolbar
- d. Select edit>add table from the menu

151. In MS Access, Text Data type may contain maximum character of

- a. 255 Character
- b. 256 Character
- c. 1064 Characterd. No Limit

152. Which of the following is not a valid Data Type in MS Access?

- a. Memo
- b. Picture
- c. Currency
- d. AutoNumber

153. In MS Access "Hyperlink" Data Type can store

- a. Web Address
- b. Email Address
- c. Path of a File
- d. All of Above

154. Which of the following data type is used to store logical value in MS Access?

- a. True/False
- b. On/Off
- c. Yes/No
- d. All of Above

155. The appropriate Data Type to store Time in MS Access?

- a. Date/Time
- b. Time only
- c. Time
- d. Time cannot be stored

156. In MS Access "Lookup Wizard" is used to

- a. To select from previous values
- b. To select values from Excel Sheet
- c. To select value from another table
- d. Not a valid Data Type

157. Which of the following Data Type is used to store picture in MS Access

- a. Picture
- b. OLE Object
- c. Memo
- d. Picture cannot be stored

158. in MS Access, which data type is appropriate to store large text and numbers?

- a. Text
- b. Memo
- c. OLE
- d. Large Text

159. in MS Access, OLE Object Data type can store

- a. Microsoft Word documents
- b. Microsoft Excel spreadsheets
- c. Sounds
- d. All of the Above

160. in MS Access, AutoNumber Data Type

- a. Can be Sequential
- b. Can be Random
- c. Can be Edited
- d. Only A & B

161. Which of the following is used to get data from user?

- a. Query
- b. Pages
- c. Form
- d. Report

162. Which of the following is invalid field name?

- a. Student.Address
- b. Student'sAddress
- c. Student_Address
- d. Student Address

163. Primary key is

- a. Uniquely identifies each record
- b. Cannot be repeated
- c. AutoNumber is example of Primary key
- d. All of the above

164. To create a table in Access

- a. Database should be created before create table
- b. Table can be created using Table Templates
- c. There must be at least one Primary key in a table
- d. All of the above

165. Which of the following is used to view or print the data in organized manner?

- a. Query
- b. Report
- c. Table
- d. Form

166. In a table to insert User's Voice, Data field should be

- a. OLE Object
- b. SoundField
- c. VoiceField
- d. Memo

167. In access, the best types of queries to use for data analysis are:

- a. Select queries
- b. Parameter queries
- c. Action queries
- d. All of the above

168. 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

169. Query can be use to select data from

- a. Single Table
- b. Multiple Tables
- c. Both A & B
- d. Select Form

170. Data can be import into Access Database from

- a. Word Files
- b. Excel Files
- c. PowerPoint Files
- d. HTML Files

171. What is the use of Referential Integrity in MS Access?

- a. It allow to enter a value in the foreign key field of a child table if that value exist in the primary key of the parent table
- b. It does not allow to enter a value in the foreign key field of a child table if that value exist in the primary key of the parent table
- c. It allow to enter a value in the Primary key field of a child table if that value exist in the Foreign key of the parent table
- d. None of above

172. In MS Access, Field Value may contain

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Sample Questions: MS Access (Computer Operator)

- a. Text b. Date & Time c. Picture d. All of the Above

173. Which of the following is the DBMS type?

- a. Flat File System b. Hierarchical DBMS c. Relational DMBS d. All of the Above

174. Which of the following relationship is not valid in MS Access ?

- a. Many to Many b. Many to Null c. One to One d. One to Many

175. A collection of related tables is called

- a. Row b. Record c. Database d. File

176. Which of the following Format supports for Data Type Yes/No?

- a. Yes/No b. True/False c. On/Off d. All of Above

177. Queries can be created in Access by

- a. Typing Queries in SQL View b. Drag and Drop fields on Query Builder
c. Using Query Wizard d. All of the Above

178. Relationship can be establish between two tables by

- a. Drag Primary key of a table into Foreign key of another table
b. Drag Foreign key of a table into Primary key of another table
c. Drag any key of a table into any key of another table
d. All of the above

179. What is the use of Cascade Delete Option in MS Access?

- a. It makes sure that all the records from the parent table and child table is deleted from selected database
b. It makes sure that all the related records will be deleted automatically from child table when the records from parent table is deleted
c. It makes sure that all the related records will be deleted automatically from Parent table when the records from child table is deleted
d. None of above

180. Macros can recover from _____ in a controlled manner.

- a. events b. modules c. arguments d. errors

181. A report module includes code for all event _____ triggered by events occurring on a specific report or its controls.

- a. properties b. procedures c. macros d. commands

182. The VB Name used to display the warning message icon is _____.

- a. vbCritical b. vbInformation c. vbExclamation d. vbQuestion

183. What happens when a user double-clicks an object in the Project pane of the Visual Basic Editor?

- a. The associated code is displayed in the Code pane.
b. The associated code is displayed in a new window.
c. The object is deleted from the Project pane.
d. The object's property sheet opens.

184. A(n) _____ is major object that completes an action or a set of actions.

- a. event b. property c. procedure d. macro

185. By default, what is the name of a new module in the Modules folder of the Project pane called?

- a. Bas1 b. Module c. New Module d. Module1

ANSWER KEY:

111 – a	112 – b	113 – c	114 – c	115 – d	116 – b	117 – d	118 – c	119 – c	120 – a
121 – b	122 – c	123 – c	124 – c	125 – b	126 – a	127 – d	128 – c	129 – b	130 – c
131 – a	132 – a	133 – d	134 – a	135 – b	136 – c	137 – b	138 – b	139 – b	140 – b
141 – d	142 – a	143 – c	144 – c	145 – c	146 – a	147 – b	148 – a	149 – a	150 – b
151 – a	152 – b	153 – d	154 – c	155 – a	156 – c	157 – b	158 – b	159 – d	160 – d
161 – c	162 – a	163 – d	164 – d	165 – b	166 – a	167 – a	168 – a	169 – c	170 – b
171 – a	172 – d	173 – d	174 – b	175 – c	176 – d	177 – d	178 – a	179 – b	180 – a
181 – b	182 – c	183 – a	184 – d	185 – d					

Sample Questions: MS Access (Computer Operator)

186. To assign a macro to an _____, users need to open the form in Design View.

- a. event b. property c. title d. macro

187. In a module, the VB Name used to display a warning query icon is _____.

- a. vbCritical b. vbInformation c. vbExclamation d. vbQuestion

188. In a module, a(n) _____ is a series of commands and properties that perform a specific task.

- a. event b. property c. procedure d. macro

189. A(n) _____ is a major object that can run independent of a control.

- a. event b. property c. procedure d. macro

190. Which of the following statements about option group is incorrect?

- a. It is a control object. b. It is bound to two fields.
c. It is a control to identify a choice. d. It contains a set of controls representing choices.

191. The option button _____ identifies each button or check box in an option group.

- a. event b. frame c. label d. value

192. Which of the following statements about a tab control in a form is incorrect?

- a. It can contain only one object. b. It defines a layered space.
c. It is a control object. d. It is created in multipage forms.

193. The option group _____ describes the contents of the entire option group.

- a. event b. frame c. label d. value

194. A(n) _____ is the default control for a Yes/No field.

- a. check box b. option button c. toggle button d. list box

195. Which of the following components has a property sheet that includes settings for the frame and the option group?

- a. Option group label b. Option group frame c. Option button d. Option button labels

196. Which control lets a user create multiple pages in a form?

- a. Check box control b. Combo box control c. Option group control d. Tab control

197. On the property sheet, which of the following tabs contains the Caption property?

- a. Data b. Event c. Format d. Other

198. Which of the following statements regarding charts is incorrect?

- a. It can be inserted into a form only. b. It can be designed as a stand-alone object.
c. It can be linked to the object in which it is placed. d. It is a control linked to a data source.

199. Which of the following options is NOT a part of an option group?

- a. Option button label b. Option group frame c. Option group label d. Option group button

200. How do you update pivot table report data after changes are made to the source data?

- a. Save your changes, close the workbook, and then reopen it.
b. Select the pivot table worksheet and press F9 on the keyboard
c. Click the report, and on the pivot table toolbar, click the refresh data button
d. All of the above

201. In Access 2007, to make changes in the Trust Center, you need to go to the _____.

- a. Microsoft Office button b. Navigation Pane
c. Quick Access toolbar d. Database Tools command tab

202. For _____ data to be useful, both the sender and the receiver need to be able to read and use the data.

- a. standardized b. fixed c. delimited d. shared

203. It is a sign or symbol that specifies, operator, and values that produce a result

- a. Operator b. Query c. Expression d. None of the above

204. Which of the following database object is created first before any other created?

- a. Table b. Form c. Report d. Query

205. This type of database contains multiple tables that are connected to produce combined output from all tables.

- a. Bound b. Linked c. Relational d. Joined

206. The 'filter by selection' allows you to filter those records

- a. That match the selected field b. That match the criteria specified
c. That meet any of several criteria specified d. All of above

207. The operation of checking input data against specified criteria is known as?

- a. Data verification b. Data validation c. Cross check d. Data control

208. Some rules are set in databases to check and permit only correct values. What is this feature called?

- a. Data verification b. Auditing c. Data filtering d. Data validation

209. Database access levels are specified so as to define who can access what in a database. It is identified through

- a. User id b. Password c. Status d. None of above

Sample Questions: MS Access (Computer Operator)

210. What it is called to present information in a particular order based on numeric or alphabetical value?
- a. Sorting b. Searching c. Arranging d. Cropping
211. A collection of related records in database is known as a
- a. Table b. Database c. File d. None of above
212. A part of database that stores complete information about an entity such as employee, sales, orders etc.
- a. File b. Record c. Field d. Query
213. Which part of the IIF expression is the action performed if the true condition exists?
- a. inner b. first c. second d. third
214. If you need a calculation in an unbound control, you can create a custom _____.
a. string b. expression c. relationship d. syntax
215. The _____ Builder is an Access tool for selecting colors from a palette or creating custom colors.
a. Color b. Expression c. Palette d. Property
216. Which function evaluates a "true/false" expression and then performs one of two actions?
a. Case b. IF c. IIF d. IsTrue
217. When adding an image, which size mode will change the height or width of the image fit the control?
a. Clip b. Stretch c. Zoom d. Crop
218. The three parts of an IIF function are separated by _____.
a. dashes b. asterisks c. semicolons d. commas
219. A Smart Tag can be set using the _____ tab in the property sheet.
a. Format b. Tag c. View d. Data
220. A(n) _____ is a control that, when clicked, executes an action or series of actions.
a. combo box control b. AutoFormat c. Conditional Format d. command button
221. According to the Leszynski Naming Conventions, which of the following is the prefix for a text box control?
a. txt b. txb c. tbc d. tex
222. How can a user open the Expression Builder dialog box?
a. By clicking the drop-down arrow on the Control Source property
b. By clicking the drop-down arrow of the Input Mask property in the Data tab
c. By clicking the Build button of the Input Mask in the Data tab
d. By clicking the Build button of the Control Source property in the Data tab
223. According to the Leszynski Naming Conventions, which of the following is the prefix for a combo box control?
a. cbo b. cob c. cmb d. cbx
224. You have a Command button in the Form Footer, you click the Tabular Control Layout; an attached label will be added in what section?
a. Detail b. Form Footer c. Form Header d. Page Header
225. The Allow _____ property controls whether new records can be added through the form.
a. Additions b. Edits c. Deletions d. Data Entry
226. The _____ Smart Tag launches Microsoft Outlook to schedule an appointment or display a calendar.
a. Date b. Time c. Calendar d. Appointment
227. The _____ Symbol Smart Tag launches Microsoft Explorer and obtains a stock quote.
a. MSN Money b. Portfolio c. Financial d. Stock
228. Which of the following is NOT true about background images?
a. They are similar to watermarks in Word. b. They are displayed behind the controls in a form.
c. They do not print when a form or a report is printed. d. They can be inserted on a form or a report.
229. In a query, what symbol is used to surround a parameter's user prompt?
a. [] b. { } c. " " d. ()
230. A(n) _____ query locates data from one or more tables.
a. select b. summary c. parameter d. action
231. Which function extracts the name of the month from a date/time value?
a. Month b. MonthName c. MonthLabel d. MonthValue
232. Which of the following queries prompts users for input data by displaying dialog boxes?
a. Append b. Delete c. Parameter d. Update
233. A(n) _____ query makes changes to or moves records in a dynaset, in a single operation.
a. select b. summary c. parameter d. action
234. Which of the following queries modifies fields not records?
a. Append b. Delete c. Make-Table d. Update
235. A summary query can be created by adding which row to the design grid of a select query?

Sample Questions: MS Access (Computer Operator)

- a. Arguments b. Group c. Summary d. Total

236. Which of the following functions is used to count all the values in a numeric field?

- a. Num b. Count c. Sum d. Total

237. Which of the following queries can create a table?

- a. Append b. Delete c. Make-Table d. Update

238. In a query, which row do you need to place wildcards to affect a parameter?

- a. Arguments b. Criteria c. Fields d. Tables

239. You created a query with two tables that have relationship of One-To-Many with referential rules applied. The first table has 3 records and the second has 8. With using a right outer join, how many records will the resulting record set have?

- a. 5 b. 8 c. 24 d. Not enough information to tell

240. Which of the following types of joins displays records with the same value in the common field?

- a. Inner join b. Left outer join c. Right outer join d. Self join

241. A global join will be created automatically when using tables in a(n) _____.

- a. form b. report c. query d. field

242. Which of the following is the default join between two record sets?

- a. Inner join b. Left outer join c. Right outer join d. Self join

243. In a query's Design View, right-clicking the sloping portion of the join line between two tables and selecting Delete will delete what?

- a. The join line but not the relationship between the two tables
b. The relationship between the two tables locally
c. The relationship between the two tables globally d. The primary key of the first table

244. What is an index?

- a. A wizard that creates a functional database structure based on the user's selections
b. A widely recognized naming convention for database objects
c. A sort order for records, which is identified in the table design
d. A set of relationship rules that enforce defined database relationships

245. You created a query with two tables that did NOT have a join line. The first table has 12 records and the second has

5. The resulting recordset would have how many records?

- a. 7 b. 17 c. 60 d. Not enough information to tell

246. Which of the following dialog boxes enables users to enforce referential integrity in a One-To-Many relationship?

- a. Edit Relationships b. Indexes c. Option d. Show Table

247. In a junction table, the _____ field consists of the foreign key from both the linked tables.

- a. first defined b. last defined c. foreign key d. primary key

248. What does an inner join display?

- a. Records from the second recordset and only records from the first recordset where the common fields are equal
b. Records from the first recordset and only records from the second recordset where the common fields are equal
c. Records that have the same value in the common field
d. Records from the first recordset only

249. The page count of a report can be determined by clicking the _____ button.

- a. First Page b. Previous c. Next d. Last Page

250. When you add fields in _____, a Field List pane displays.

- a. Design View b. Layout View c. Print Preview d. Report View

251. Any report, including a basic report, can be modified in _____.

- a. Form View b. Layout View c. Print Preview d. Report View

252. A _____ often display summary data such as totals or counts.

- a. Group Header b. Group Footer c. Report Header d. Page Footer

253. Which of the following can a Report Wizard NOT do?

- a. Add summary functions
c. Group fields into more than one Control Layout b. Create groups
d. Select fields

254. _____ allows you to resize controls, adjust column widths, move columns, and change labels while viewing the actual data in the report.

- a. Design View b. Layout View c. Print Preview d. Report View

255. Which report section prints once at the bottom of every printed page?

- a. Detail b. Page Header c. Page Footer d. Report Header

256. Which report section only prints one time at the end of the report?

Sample Questions: MS Access (Computer Operator)

- a. Report Header b. Page Header c. Report Footer d. Page Footer
- 257. Which of the following database objects can have more than one Group Header/Footer section?**
- a. Forms b. Queries c. Reports d. Tables
- 258. Which of the following statements about the Label Wizard is NOT true?**
- a. Adding groups can help organize the labels. b. It helps users to create package labels.
c. It allows users to select a label type and size. d. It allows users to sort the labels.
- 259. Which of the following views enables users to create and modify the sections of a form?**
- a. Datasheet b. Design c. Form d. Layout
- 260. To align controls in rows and columns like a spreadsheet, with labels across the top, which layout should be used?**
- a. Datasheet b. Justified c. Stacked d. Tabular
- 261. Which Form tool creates a new form that show both a form and datasheet views?**
- a. Form b. Form Wizard c. Multiple Item Form d. Split Form
- 262. Which of the following statements about tab order setting is NOT true?**
- a. The actual tab order setting for a form can be used in the Form View.
b. The tab order setting determines the movement of the insertion point through a form.
c. The tab order setting is usually right-to-left and top-to-bottom.
d. The default tab order setting can be altered by moving the controls in the Design View.
- 263. What type of controls are text boxes when data from the recordset is visible?**
- a. Align b. Bound c. Calculated d. Unbound
- 264. When increasing the Control Padding, space is added where?**
- a. Between the content of the controls and the outside edge of the controls b. Between all controls
c. Between the control and the Form's edge d. Between controls and gridlines
- 265. Which of the following is NOT possible when printing Forms?**
- a. Print page 1, 3, and 5 b. Print pages 1 through 5
c. Print selected records d. Print only the third record
- 266. To apply an AutoFormat to an entire Form, what must you select first?**
- a. Form Selector b. Document tab c. Detail section d. Any control
- 267. Which is NOT an option of the Picture Size Mode property?**
- a. Clip b. Fit c. Stretch d. Zoom
- 268. Which mode sizes an image to fit the control while maintaining the proportions of the original image?**
- a. Clip b. Fit c. Stretch d. Zoom
- 269. Which of the following views is used to graphically summarize and analyze data in a recordset?**
- a. Datasheet b. Form c. PivotChart d. PivotTable
- 270. Which of the following statements about criteria in a query is NOT true?**
- a. Criteria can contain wildcard characters. b. Criteria in a query selects or excludes certain records.
c. Criteria cannot be specified as an expression.
d. Multiple criteria can be specified using AND, OR, and relational operators.

ANSWER KEY:

					186 – a	187 – d	188 – c	189 – d	190 – b
191 – c	192 – a	193 – c	194 – a	195 – b	196 – d	197 – c	198 – a	199 – d	200 – c
201 – a	202 – d	203 – a	204 – a	205 – c	206 – a	207 – b	208 – d	209 – a	210 – a
211 – c	212 – b	213 – c	214 – b	215 – a	216 – c	217 – b	218 – d	219 – d	220 – d
211 – c	212 – b	213 – c	214 – b	215 – a	216 – c	217 – b	218 – d	219 – d	220 – d
221 – a	222 – d	223 – a	224 – c	225 – a	226 – a	227 – c	228 – c	229 – a	230 – a
231 – a	232 – c	233 – d	234 – d	235 – d	236 – b	237 – c	238 – b	239 – c	240 – a
241 – b	242 – a	243 – b	244 – c	245 – c	246 – a	247 – c	248 – c	249 – d	250 – b
251 – b	252 – b	253 – c	254 – b	255 – c	256 – c	257 – c	258 – a	259 – b	260 – d
261 – d	262 – c	263 – b	264 – b	265 – a	266 – a	267 – b	268 – d	269 – c	270 – c

Sample Questions: MS Access (Computer Operator)

271. 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.

272. Which of the following statements about calculated fields is NOT true?

- a. A calculated field does not store data in a recordset.
- b. Calculated fields use an expression or formula as its data source.
- c. Data contained in a calculated field is created the first time a query is run.
- d. A calculated field can be created using the Expression Builder dialog box.

273. Using the keyword _____ will return records in which the field value equals a defined text.

- a. Between
- b. Is Null
- c. Like
- d. Not

274. What is the process of eliminating redundant fields by separating data into tables called?

- a. Renormalizations
- b. Filtering
- c. Normalization
- d. Sorting

275. Which of the following statements about PivotChart View is NOT true?

- a. It is used to graphically summarize and analyze data in a table, query, or form.
- b. It can be used to view different levels of detail or to specify custom layout.
- c. It displays field values that can be switched for different views of data.
- d. It displays the same information as a crosstab query, except for the counts and sums of numeric fields.

276. Which of the following search criteria is invalid?

- a. \$45*
- b. *cal*
- c. D*m??
- d. AS150*1

277. In a query, using the keyword _____ will return records in which the field value is between two numbers.

- a. Between
- b. Is Null
- c. Like
- d. Not

278. Which of the following database objects extracts information from one or more tables or queries?

- a. Forms
- b. Queries
- c. Reports
- d. Tables

279. Referential integrity cannot be set for _____ relationships.

- a. One-To-One
- b. Indeterminate
- c. One-To-Many
- d. Many-To-Many

280. A relationship is created between how many tables?

- a. One
- b. Two
- c. Three
- d. Any number

281. The common field linking the two datasheets is the _____ key field in the main datasheet and the _____ key field in the linked datasheet.

- a. primary, foreign
- b. primary, common
- c. foreign, primary
- d. foreign, common

282. Referential integrity can be enforced if both _____ belong to the same Microsoft Access database.

- a. queries
- b. fields
- c. records
- d. tables

283. In the Relationship window, related fields from each table are connected by a(n) _____.

- a. default field
- b. linking tables
- c. index
- d. join line

284. Relationships between tables can be graphically viewed in the _____ window.

- a. Design
- b. Joins
- c. Relationships
- d. Tables

285. A One-To-Many relationship that is not enforcing referential integrity, displays what symbol next to the foreign key field?

- a. 1
- b. ?
- c. r
- d. None

286. In the Field List of a table, the primary key appears _____.

- a. bold
- b. italicized
- c. underlined
- d. with key icon

287. What type of relationship is created when you select a primary key in both related tables?

- a. One-To-One
- b. Indeterminate
- c. One-To-Many
- d. Many-To-Many

288. The Table _____ Wizard analyzes a database and recommends changes for normalization.

- a. Analyzer
- b. Documenter
- c. Cleanup
- d. Normalization

289. The Input Mask wizard does NOT include the ability to do which of the following?

- a. Force all uppercase
- b. Define placeholder
- c. Store symbols with data
- d. Use preset masks

290. Which of the following field properties enforces the use of parentheses when keying an area code?

- a. Field Size
- b. Format
- c. Input Mask
- d. Validation Rule

291. Which of the following field properties is an expression that specifies criteria or requirements for entering data?

- a. Field Size
- b. Format
- c. Input Mask
- d. Validation Rule

292. In Datasheet View, what appears at the top of each column?

Sample Questions: MS Access (Computer Operator)

- | | | | |
|--------------|----------------|---------------|----------------|
| a. Data type | b. Description | c. Field name | d. Primary key |
|--------------|----------------|---------------|----------------|
- 293. Which is NOT a method of creating a table?**
- | | | | |
|-------------------|----------------|----------------|-------------|
| a. Datasheet View | b. Design View | c. Layout View | d. Template |
|-------------------|----------------|----------------|-------------|
- 294. Which of the following views displays the field name, description, and properties of a table?**
- | | | | |
|-------------------|----------------|----------------|---------------|
| a. Datasheet View | b. Design View | c. Layout View | d. Table View |
|-------------------|----------------|----------------|---------------|
- 295. Which of the following properties identifies the type of information stored in a field?**
- | | | | |
|--------------|----------------------|---------------|---------------------|
| a. Data type | b. Field description | c. Field name | d. Field properties |
|--------------|----------------------|---------------|---------------------|
- 296. Which of the following field properties displays a model or pattern for entering data?**
- | | | | |
|---------------|-----------|---------------|--------------------|
| a. Field Size | b. Format | c. Input Mask | d. Validation Rule |
|---------------|-----------|---------------|--------------------|
- 297. Which of the following data types automatically generates a consecutive number?**
- | | | | |
|---------------|---------|-----------|---------|
| a. Autonumber | b. Memo | c. Number | d. Text |
|---------------|---------|-----------|---------|
- 298. Database properties do NOT include _____.**
- | | | | |
|----------|-----------|------------|---------|
| a. title | b. author | c. company | d. size |
|----------|-----------|------------|---------|
- 299. To remove all Sorts in a table you can click the _____ command.**
- | | | | |
|--------------------|---------------------|------------------------|---------------------|
| a. Clear All Sorts | b. Delete All Sorts | c. Eliminate All Sorts | d. Remove All Sorts |
|--------------------|---------------------|------------------------|---------------------|
- 300. A(n) _____ is dynamic mathematical calculation that displays a single value for a specific field.**
- | | | | |
|---------------|-----------------|-----------------------|------------------|
| a. format row | b. criteria row | c. aggregate function | d. format layout |
|---------------|-----------------|-----------------------|------------------|
- 301. The content and application of the Search tool CANNOT be retained when you _____.**
- | | | | |
|---------------------|--------------------|-----------------------|--------------------|
| a. format an object | b. resize a column | c. use Datasheet View | d. close an object |
|---------------------|--------------------|-----------------------|--------------------|
- 302. The Search tool CANNOT be used on which major Access object?**
- | | | | |
|----------|------------|------------|-----------|
| a. Forms | b. Queries | c. Reports | d. Tables |
|----------|------------|------------|-----------|
- 303. In a table, _____(s) are displayed in the order in which they were entered. Most often this order is not useful.**
- | | | | |
|------------|-----------|-----------|-----------|
| a. formula | b. format | c. layout | d. record |
|------------|-----------|-----------|-----------|
- 304. The _____ is a wild card that represents one or more characters.**
- | | | | |
|------------------|-------------|---------------------|----------------|
| a. question mark | b. asterisk | c. exclamation mark | d. dollar sign |
|------------------|-------------|---------------------|----------------|
- 305. Which is not an option for Filter on a text field?**
- | | | | |
|----------------|------------|-------------|-------------|
| a. Begins With | b. Between | c. Contains | d. End With |
|----------------|------------|-------------|-------------|
- 306. The Search tool is best used when searching for _____ data.**
- | | | | |
|-----------|-------------|-----------|--------------|
| a. simple | b. multiple | c. unique | d. formatted |
|-----------|-------------|-----------|--------------|
- 307. Which of the following Find and Replace dialog box options finds records in which the beginning of a field matches the Find What entry?**
- | | | | |
|---------------|-----------------------|--------------------------|-----------------------------|
| a. Match Case | b. Match: Whole Field | c. Match: Start of Field | d. Match: Any Part of Field |
|---------------|-----------------------|--------------------------|-----------------------------|
- 308. Which of the following functions CANNOT be used in the Totals row?**
- | | | | |
|------------|----------|------------|----------|
| a. Average | b. Count | c. Maximum | d. Round |
|------------|----------|------------|----------|
- 309. Before printing a datasheet, you can use _____ to determine whether to change the page orientation from portrait to vertical orientation.**
- | | | | |
|----------------|-------------------|----------------|------------------|
| a. Design View | b. Datasheet View | c. Office View | d. Print Preview |
|----------------|-------------------|----------------|------------------|
- 310. What is the keyboard shortcut to move to the last records in a table?**
- | | | | |
|----------|------------------|----------------|-----------------|
| a. [Tab] | b. [Shift]+[Tab] | c. [Ctrl]+Home | d. [Ctrl]+[End] |
|----------|------------------|----------------|-----------------|
- 311. A _____ is a major database object used to display information in an attractive, easy-to-read screen format.**
- | | | | |
|---------|----------|-----------|----------|
| a. form | b. query | c. report | d. table |
|---------|----------|-----------|----------|
- 312. Print options can be changed in the Print _____.**
- | | | | |
|--------|----------------|------------------|---------------|
| a. tab | b. layout mode | c. setup routine | d. dialog box |
|--------|----------------|------------------|---------------|
- 313. Which major database object stores all data?**
- | | | | |
|----------|----------|-----------|----------|
| a. Field | b. Query | c. Record | d. Table |
|----------|----------|-----------|----------|
- 314. The insertion point looks like a(n) _____.**
- | | | | |
|--------------|--------------|-----------|-----------|
| a. H-pointer | b. I-pointer | c. H-beam | d. I-beam |
|--------------|--------------|-----------|-----------|
- 315. Access file operations can be found by clicking the _____.**
- | | | | |
|------------------|--------------------|------------------|------------------|
| a. Access Button | b. Database Button | c. Office Button | d. Window Button |
|------------------|--------------------|------------------|------------------|
- 316. A _____ is a major database object used to display information in a printable page format.**
- | | | | |
|---------|----------|-----------|----------|
| a. form | b. query | c. report | d. table |
|---------|----------|-----------|----------|
- 317. 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 |
|----------------------------------|-----------------------|
- 318. What happens when a user selects a record in a form and presses [Delete]?**

Sample Questions: MS Access (Computer Operator)

- a. The record is deleted in the form and from its source table.
- b. The record is deleted in the form, but not from its source table.
- c. The record is neither deleted in the form, nor from its source table.
- d. The record is not deleted in the form, but is deleted from its source table.

319. Which of the following CANNOT be done to data using a Form?

- a. Store
- b. Sort
- c. Edit
- d. Print

320. What is one of the advantages for using a form over other Access objects?

- a. Utilizes field placement to improve the efficiency of data entry.
- b. Forms store information more efficiently.
- c. Forms show the summary of all the records.
- d. Forms cannot be edited.

321. 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.

322. A(n) _____ in the Record Selector indicates a new record.

- a. check mark
- b. pencil
- c. asterisk
- d. arrow

323. All attachment fields display as a(n) _____ in Datasheet View.

- a. icon
- b. button
- c. thumb tack
- d. paperclip

324. Which of the following methods CANNOT be used to delete records from a table?

- a. Selecting records and pressing [Delete]
- b. Pressing [Ctrl]+[']
- c. Clicking the Delete Record button
- d. From the ribbon, selecting Delete Record

325. Where can you find the undo command in Access?

- a. Office button
- b. Home command tab
- c. Status bar
- d. Quick Access toolbar

326. An application that executes on separate PCs like this is called a(n) _____ application.

- a. enterprise
- b. distributed
- c. tier
- d. global

327. The most popular commercial DBMS.

- a. Microsoft SQL Server
- b. Microsoft Access
- c. MySQL
- d. Oracle

328. The ability of a database to grow as the data tracking needs grow is its _____.

- a. scalability
- b. expandability
- c. maintainability
- d. platform-independence

329. The most open source DBMS.

- a. Microsoft SQL Server
- b. Microsoft Access
- c. MySQL
- d. Oracle

330. A DBMS that runs on many different operating systems is said to be _____.

- a. scalable
- b. robust
- c. platform independent
- d. distributed

331. Search engines use a(n) _____ to automatically index sites.

- a. crawler
- b. query
- c. enterprise
- d. sitebuilder

332. The _____ performs document tracking.

- a. distributed application
- b. enterprise software
- c. Oracle software
- d. EDM software

333. An enterprise solution with data storage, a client interface and a security system is a(n) _____ system.

- a. 2-tier
- b. 3-tier
- c. 4-tier
- d. n-tier

334. _____ will answer questions you did not think to ask of your data.

- a. data mining
- b. data extrapolation
- c. knowledge discovery
- d. data enlightenment

335. _____ is the clear leader for personal databases.

- a. Microsoft Access
- b. Microsoft FoxPro
- c. Borland dBase
- d. MySQL

ANSWER KEY:

271 – a	272 – c	273 – c	274 – c	275 – d	276 – a	277 – a	278 – b	279 – b	280 – b
281 – a	282 – d	283 – d	284 – c	285 – d	286 – d	287 – a	288 – a	289 – a	290 – c
291 – d	292 – c	293 – c	294 – b	295 – a	296 – c	297 – a	298 – d	299 – a	300 – c
301 – d	302 – c	303 – d	304 – b	305 – b	306 – c	307 – c	308 – d	309 – d	310 – d
311 – a	312 – d	313 – d	314 – d	315 – c	316 – c	317 – b	318 – a	319 – a	320 – a
321 – c	322 – c	323 – d	324 – b	325 – d	326 – b	327 – d	328 – a	329 – c	330 – c
331 – a	332 – d	333 – b	334 – c	335 – a					

Sample Questions: MS Access (Computer Operator)

336. The _____ is the software tool to store or access data.

- a. table
- b. DBMS
- c. query
- d. report

337. _____ are documents that when filled in create records.

- a. Forms
- b. Reports
- c. Tables
- d. Queries

338. This database has only one table.

- a. relational
- b. large
- c. flat-file
- d. DBMS

339. The _____ field is used to hold a yes or no answer.

- a. object
- b. number
- c. text
- d. logical

340. To delete records or perform calculations on a table, the best tool to use is a _____.

- a. query
- b. filter
- c. form
- d. report

341. _____ is used to build 'intuitive' queries.

- a. SQL
- b. Xbase
- c. QBE
- d. XML

342. To print information from a table, the _____ tool is the best choice.

- a. form
- b. report
- c. query
- d. macro

343. To store your picture in a database requires a(n) _____ field.

- a. BLOB
- b. text
- c. image
- d. logical

344. The _____ is used to access one record at a time.

- a. query
- b. filter
- c. form
- d. report

345. SQL stands for _____.

- a. Standard Query Language
- b. Structured Query Language
- c. Simplified Query Language
- d. Static Query Language

346. What are the different views to display a table?

- a. Datasheet view
- b. Design view
- c. Pivot table & pivot chart view
- d. All of above

347. To create this, you enter an expression in the design grid that instructs access to perform a calculation using the current field values.

- a. Formulated field
- b. Numeric field
- c. Formula field
- d. Calculated field

348. The ascending order of data hierarchy is?

- a. Bit – byte – field – record – file – database
- b. Bit – byte – record – field – file – database
- c. Byte – bit – field – record – file – database
- d. Bit – byte – field – record – database – file

349. Which of the following database object can be used if you need to mail the invoice to customers?

- a. A form
- b. A query
- c. A report
- d. A table

350. When creating an input mask this character does not require an entry, but if an entry is made it must be a letter from a-z?

- a. ?
- b. !
- c. #
- d. \

351. In access, this displays the results of a calculation in a query

- a. Lookup field
- b. Calculated field
- c. Source field
- d. Child field

352. In access, this operation copies a backup file from the storage medium back onto the computer

- a. Recreate
- b. Restore
- c. Copy
- d. Structure

353. 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

354. 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

355. This form displays the field name labels down the left side of the column, with the data for each field just to the right of its corresponding label.

- a. Tabular
- b. Justified
- c. Columnar
- d. Datasheet

356. This form displays data in a table layout with field name labels across the top of the page and the corresponding data in rows and columns under each heading.

- a. Columnar
- b. Justified
- c. Datasheet
- d. Tabular

357. This form displays multiple records, one per row, in the form window

- a. Datasheet
- b. Tabular
- c. Columnar
- d. Justified

358. In this form, a single record may appear in multiple rows in the form window in order to fully display the field name label and data.

- a. Datasheet
- b. Tabular
- c. Justified
- d. Columnar

359. Which of the following is not a form style available in the form wizard dialog box.

- a. Blends
- b. Standard
- c. Stone
- d. Highlights

Sample Questions: MS Access (Computer Operator)

360. You can move between fields in a form by using any of these keys except

- a. Tab
- b. Enter
- c. Shift+tab
- d. Page up

361. 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

362. 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

363. Which of the following is not one of the methods available in the new query dialog box to create queries?

- a. Design view
- b. Crosstab query wizard
- c. Simple query wizard
- d. Datasheet view

364. This query wizard will create a select query.

- a. Crosstab
- b. Find duplicates
- c. Simple
- d. Design view

365. The quickest way to add a field to the selected fields list is to double-click its field name in this list.

- a. Find fields
- b. Search fields
- c. Search record
- d. Available fields

366. The result of a query is displayed in a

- a. Record
- b. Query datasheet
- c. Query table
- d. Form

367. Changing the order of this in the query datasheet does not affect the field order in the table.

- a. Record
- b. Row
- c. Column
- d. Sort

368. In the second subform wizard dialog box you specify the table to use as the data source and the

- a. Records from the selected form
- b. Form from the selected table
- c. Fields from the selected table
- d. Content from the selected form

369. This is not one of the sections of the form design window

- a. Form footer
- b. Form content
- c. Form header
- d. Form detail

370. When you select this control, its associated text control is also selected and the two controls will act as one when manipulated.

- a. Text
- b. Form
- c. Label
- d. Field

371. In access, this view is used to create and modify the structure of a form.

- a. Normal
- b. Datasheet
- c. Form design
- d. Control

372. To set a password for the database, select _____ in the Microsoft Access open window.

- a. Open read only
- b. Open write only
- c. Open explicit
- d. Open exclusive

373. To enter the input mask wizard

- a. Click on the three dots to the right of the caption entry field
- b. Click on the three dots to the right of the format entry field
- c. Click on the input mask toolbar
- d. Click on the three dots to the right of the input mask entry field

374. Saving a database in access is done

- a. At the beginning of the database
- b. The first time you save data
- c. When closing the application
- d. During auto save

375. The file extension for an access 2003 database is

- a. Exe
- b. Doc
- c. Exc
- d. Mdb

376. Which of the following best describes the grouped report?

- a. A part of report that can be generated by the report wizard
- b. A report that displays data that has been sorted in ascending or descending order
- c. A report that displays data grouped by fields you specify
- d. None of the above

377. What is the use of description field in table design window?

- a. The description will be displayed on status bar when entering data in datasheet view
- b. The description will be displayed on status bar when entering data in form
- c. Both of above
- d. None of the above

378. How can you display the related records from other tables in datasheet view?

- a. Click on the expand indicator next to the record
- b. Double click on the record to expand it
- c. Apply filter by command to display related records
- d. All of above

379. Which of the following query type is best suitable to analyze data?

- a. Cross tab queries
- b. Parameter queries
- c. Action queries
- d. None of above

380. Which of the following is a database management system?

- a. Ms word
- b. Ms excel
- c. Oracled. Lotus 1-2-3

381. In relational database schema each tuple is divided into fields known as?

Sample Questions: MS Access (Computer Operator)

a. Relations b. Queries c. Records d. Domains

382. Which of the following columns does not exist in macro design window?

a. Arguments b. Comments c. Conditions d. Actions

383. What is the type of query that extracts data from a table and puts them into separate table?

a. Parameter query b. Make table query c. Update query d. Put table query

384. What type of control in a form can display data from database table?

a. Bound control b. Unbound control c. Both of above d. None of above

385. To display value from table for a label control

a. Set the control source and record source from property panel

b. Choose the database, table, field and select data value to display

c. Look at the table and type value in the caption

d. Set the record source property and then control source

386. Which of the following is not a section in report design window?

a. Report header section b. Page header section c. Summary section d. Report footer section

387. You can not import data into access database from

a. Dbase iii database files b. Excel spreadsheets

c. Comma delimited text files d. None of the above

388. Which control does access use to link data access page components to Access data?

a. Microsoft dynamic data control b. Microsoft data connection control

c. Microsoft office data source control d. None of the above

389. Which program do you use to edit code for data access pages?

a. Microsoft script editor b. Microsoft code editor

c. Microsoft data access pages editor d. None of above

390. The way a particular application views the data from the database that the application uses is a

a. Module b. Relational model c. Schema d. Sub-schema

391. Which of the following is a database management system?

a. Ms-word b. Lotus 1-2-3 c. Oracle d. None of above

392. What is the corresponding text for the <#1/1/95# validation rule setting?

a. Enter a value less or more than 1,195 b. Value must be less than 95 characters

c. Enter a date before 1995 d. All of above

393. A small button with dots usually displayed at the right of field properties box

a. Make button b. Expression button c. Build button d. None

394. A computer language for informing the dbms regarding the data structure used is

a. Pascal b. Ddl c. Prolog d. Fortran

395. Which of the following is not a data type

a. Picture/graphic b. Data/time c. Text d. Number

396. The executive responsible for the data processing function in an organization is

a. Pm b. Dbms c. Dp d. Dpm

397. A file containing relatively permanent data is

a. Random file b. Transaction file c. Master file d. Sequential file

ANSWER KEY:

					336 – b	337 – a	338 – c	339 – d	340 – a
341 – c	342 – b	343 – a	344 – c	345 – b	346 – d	347 – d	348 – a	349 – c	350 – a
351 – b	352 – b	353 – b	354 – d	355 – c	356 – d	357 – a	358 – c	359 – d	360 – d
361 – b	362 – a	363 – d	364 – c	365 – d	366 – b	367 – c	368 – c	369 – b	370 – b
371 – c	372 – d	373 – d	374 – a	375-d	376-c	377-c	378-a	379-a	380-c
381-d	382-c	383-b	384-a	385-d	386-c	387-d	388-c	389-a	390-d
391-c	392-c	393-c	394-b	395 – a	396 – b	397 – c			