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| **Batch ID: CF/CGNT-M/56/01** |  | | ***Date***:- 2023-11-16 |
| **Name:** | **Obtained Marks:** |  | **Time: 50 min** |
| **Student ID:** | **Full Marks: 50** |

**1. The expression builder is an access tool that controls an expression\_\_\_ for entering an expression**

A. Bar B. Box

C. Cell D. Palette

**2. Which of the following is not a type of MS Access database object?**

A. Table B. Procedure

C. Functions D. B & C

**3. In which method we don't need to specify the field type and size while creating a new Table?**

A. Design View B. While using Wizard

C. Create Table By Entering Data D. All of Above

**4. The size of yes/no field is always \_\_\_\_\_\_\_\_**

A.1 Bit B.1 Byte

C.1 Character D.1 KB

**5. The size of a field with number data type cannot be \_\_\_\_\_**

A.2 B.4

C.8 D.16

**6. How can you edit a relationship already established between two tables?**

A.Right click the relationship line and choose Edit Relationship  
B.Double click the relationship line

C.Both of above  
D.None of above

**7. what can be the maximum length of a text field ?**

A.120 B.255

C.265 D.75

**8. Which kind of query that displays its own dialog box prompting you for entering information before executing?**

A.Select Query B.Crosstab Query

C.Parameter Query D.Input Query

**9. What Cascade Delete option is used for?**

A.It is used to delete all the records of all tables in a database  
B.It repeats the recent delete operation to all the records of current table

C.It ensures that all the related records will be deleted automatically when the record from parent table is deleted.D.It is used to delete all the records of related tables in a database

**10. How can you define a field so that when entering data ##### is displayed?**

A.Input Mask B.Validation Rule

C.Indexed D.Custome Mode

**11. To define AND condition while entering criteria in a query design window we write \_\_\_\_\_\_\_**

A.Criteria values vertically one in a row  
B.Criteria values horizontally

C.Write criteria values separated by AND  
D.Write criteria values using & ( anchor and ) sign

**12. If you write criteria values one in a row in query design window, that means you are specifying \_\_\_\_\_**

A.OR conditions B.AND conditions

C.NOT condition D.ALL conditions

**13. What is the shortcut key to switch between the field names and properties panels in table design view?**

A. F3 Key B.F4 Key

C.F5 Key D.F6 Key

**14. Which tab is not available on left panel when you open a presentation?**A. Outline B. Slides  
**C. Notes**  D. All of above are available

**15. Which of the following section does not exist in a slide layout?**  
A. Titles B. Lists  
C. Charts D. Animations

**16. PowerPoint presentations are widely used as**  
A. Note outlines for teachers B. Project presentations by students  
C. Communication of planning D. All of above

**17. When you delete a text box object from a slide in PowerPoint Presentation**  
A. The object is deleted but text box and the text inside is left on the slide  
B. The text box is deleted and the text is pasted on the slide  
C. The text box and text both are deleted  
D. None of above

**18. The effect applied to display when slides changes in slide show view is**  
A. Slide Animation B. Custom Animation  
C. Transition Effect D. Slide Transition

**19. Which file format can be added to a PowerPoint show?**A. .jpg B. .gif  
C. .wav D. All of the above

**20. What is the term used when you press and hold the left mouse key and move the mouse around the slide?**A. Highlighting B. Dragging  
C. Selecting D. Moving

**21. How can you create a uniform appearance by adding a background image to all slides?**  
A. Create a template B. Edit the slide master  
C. Use the autocorrect wizard D. All of the above

**22. You can set Page Border in Excel from**

a. From Border tab in Format Cells dialog box

b. From Border tool in Formatting toolbar

c. From Line Style tool in Drawing toolbar

d. You cannot set page border in Excel

**23. You Can Move Money Between Accounts Using:**

A. E-Commerce B. Online Banking

C. Cash Point Machines D. A PDA

**24. Shareware Is A -----**

A. Free for A Limited Period Before It Needs to Be Purchased

B. Free Software with Unlimited Use

C. Software That Needs to Be Purchased Before Use

D. Free Software That Can Be Shared On the Internet

**25. An email address validation has performed by which of the followings?**A. Identify @ and . in email B. Identify username in email  
C. Identify domain name in email D. By identifying Parameter