

## Multiple choices

1. To move a field, the mouse pointer should look like a
  - a) hand
  - b) hand with point finger
  - c) two head arrow
  - d) cross hair
2. Which of the following options is not part of the report wizard?
  - a) layout
  - b) style
  - c) grouping
  - d) footer
3. To change the print orientation, use the following dialog box.
  - a) Print setup
  - b) Page setup
  - c) Print Orientation
  - d) Design Setup
4. It is used to represent characters in an expression.
  - a) \*
  - b) ?
  - c) +
  - d) /
5. The default data type in MS-ACCESS is
  - a) Number
  - b) Autonumber
  - c) Text
  - d) Yes/No
6. To cancel your changes in the current field of a table, press
  - a) ESC
  - b) BACKSPACE
  - c) DELETE
  - d) ENTER
7. If you let the Access to create a primary key for you, it uses the field name.
  - a) Counter
  - b) SN
  - c) ID
  - d) Primary
8. The data type is useful when you want to include sentences or paragraphs.
  - a) Text
  - b) Memo
  - c) Date/Time
  - d) Yes/No
9. It is not MS-Access object.
  - a) Table
  - b) Query
  - c) Field
  - d) Macros
10. Which of the following control objects are needed that we add to a form?
  - a) Text Box
  - b) Check Box
  - c) Radio Button
  - d) All
11. Which of the following software is DBMS?
  - a) System
  - b) Application
  - c) Utility
  - d) Programming

12. Which of the following can be stored in memo field?
- a) Hyperlinks
  - b) Software
  - c) Data
  - d) Picture
13. It can be defined as raw facts collected from various sources.
- a) Data
  - b) Information
  - c) Record
  - d) Field
14. It inserts the specified value in the field automatically.
- a) Primary key
  - b) Foreign Key
  - c) Autonumber
  - d) Default value
15. The organization of data in ascending or descending order.
- a) Filtering
  - b) Sorting
  - c) Searching
  - d) None