

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