

## Questions on MS Access with detailed solutions - Download PDF!

Questions regarding MS Access are frequently asked in various competitive exams. These questions are somewhat tricky to answer but are also rewarding. You must have an understanding of Computer-related terms and concepts to answer these questions. You can begin to answer once you have studied about it.

With a little practice, you'll be able to answer these General Awareness questions with ease. So we've included ten questions about MS Access for you to practice with. Each of these questions should be answered in less than a minute.

## Questions on MS Access

You can also download the questions and answers pdf. Just click on the **Download PDF** button. So let's start with the first question.

**Q:1** Which of the following is the shortcut key for closing the active window in MS Access?

1. CTRL+W
2. ALT+SPACEBAR
3. ALT+F11
4. SHIFT+F10

(**Difficulty:** 1, **Estimated Time:** 10 Seconds) Let's begin with something really easy.

**Q:2** Which of the following is a method to enter data in MS Access 2013?

1. Using SQL View
2. Using form
3. Datasheet View
4. All of the above

(**Difficulty:** 1, **Estimated Time:** 10 Seconds) This one's easy too.

**Q:3** When was MS Access released?

1. 2012
2. 2002
3. 1992
4. 1982

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(**Difficulty: 2, Estimated Time: 15 Seconds**) You need to think a bit for this one. Did you get it right?

**Q:4** Which of the following views for reports are available in MS Access?

1. Print preview
2. Design View
3. Layout View
4. All of the above

(**Difficulty: 3, Estimated Time: 20 Seconds**) This isn't that difficult. Try to get it right.

**Q:5** The databases in MS Access is composed of how many objects?

1. 5
2. 4
3. 3
4. 2

(**Difficulty: 2, Estimated Time: 15 Seconds**) You can answer this if you have used MS Access

**Q:6** MS Access file extension is \_\_\_\_.

1. .adcdb
2. .acddb
3. .accdb
4. .accdc

(**Difficulty: 4, Estimated Time: 25 Seconds**) Try to eliminate the wrong ones.

**Q:7** What type of data/file can be created on MS Access.?

1. queries
2. forms and reports
3. Table
4. All of the above

(**Difficulty: 2, Estimated Time: 15 Seconds**) We are halfway through. Try to get this one right.

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**Q:8** Which of the following is a part of the data table in MS Access?

1. The Stub
2. The Title
3. The Body
4. All of the above

(**Difficulty:** 3, **Estimated Time:** 20 Seconds) Think closely for this one.

**Q:9** What is the shortcut key for opening a new database in MS Access?

1. CTRL+P
2. CTRL+N
3. CTRL+W
4. CTRL+S

(**Difficulty:** 1, **Estimated Time:** 10 Seconds) This one's quite basic. Do you know it?

**Q:10** In MS Access 2013, the maximum number of characters that can fit in Short text data type is

1. 127
2. 128
3. 255
4. 250

(**Difficulty:** 2, **Estimated Time:** 15 Seconds) We have reached the end. Hurry up!

## Answer Key

Let's have a look at your score.

1. (1)	2. (4)	3. (3)	4. (4)	5. (2)
6. (3)	7. (4)	8. (4)	9. (2)	10. (3)

Comment below your score, considering each question has 1 mark only. If you scored 8 to 10, congratulations! You are one step closer to selection. If you have scored 5 to 8 marks, then you are doing well, keep it up. If you have scored less than 5 marks then you need to work a little harder on this subject. But don't worry, we are here to help you master the subject.

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Let's check the answers and solutions and try to find out what went wrong.

## Answers and Solutions

**Q:1** The correct answer is **Option 1** i.e. **CTRL+W**

The shortcut key for closing an active window in MS Access is CTRL+W.

Microsoft Access is a Database Management System (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools.

It is a part of the Microsoft Office suite of applications.

**Q:2** The correct answer is **Option 4** i.e. **All of the above**

The different methods to enter data in MS Access are:

1. Using SQL View
2. Using form
3. Datasheet View

**Q:3** The correct answer is **Option 3** i.e. **1992**

MS-Access is application software for managing databases.

It was released by Microsoft in November 1992.

It actually stores the data on the basis of the relational Jet Database Engine.

**Q:4** The correct answer is **Option 4** i.e. **All of the above**

The users who work with Microsoft Access can easily view their reports in following different ways:

1. Print preview
2. Design View
3. Layout View



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#### 4. Report View

MS-Access is application software for managing the databases.

It actually stores the data on the basis of the relational Jet Database Engine.

**Q:5** The correct answer is **Option 2** i.e. **4**

MS Access uses "objects" to help the user list and organize information, as well as prepare specially designed reports.

Databases in Access are composed of four objects: tables, queries, forms, and reports.

Together, these objects allow you to enter, store, analyze, and compile your data however you want.

**Q:6** The correct answer is **Option 3** i.e. **.accdb**.

#### **MS Access**

1. It was released on Nov. 1992
2. It is Database Management Software (DBMS)
3. Table, queries, forms and reports can be created on MS Access
4. Import and export of data into other formats can be done
5. MS Access file extension is **.accdb**.

**Q:7** The correct answer is **Option 4** i.e. **All of the above**

#### **MS Access**

1. It was released on November 13, 1992
2. It is Database Management Software (DBMS)
3. Table, queries, forms and reports can be created on MS Access
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**Q:8** The correct answer is **Option 4** i.e. **All of the above**

A relational database like Access usually has several related tables.

In a well-designed database, each table stores data about a particular subject, such as employees or products.

The major parts of a data table are as follows:

1. The Title
2. The Box Head
3. The Stub
4. The Body
5. Prefatory Notes
6. Foot Notes
7. Source Notes.

**Q:9** The correct answer is **Option 2** i.e. **CTRL+N**

Shortcut Key	Use
CTRL+N	Open a new database
CTRL+O	Open an existing database
CTRL+P	Print option for database
CTRL+S	Save the current database
SHIFT+F10	Display shortcut menu

**Q:10** The correct answer is **Option 3** i.e. **255**

Short Text In . accdb files, the Short Text field works the same as the Text field in earlier versions. It stores up to 255 characters.

Up to 255 characters. Microsoft Access only stores the characters entered in a field; it does not store space characters for unused positions in a Text field. To control the maximum number of characters that can be entered, set the FieldSize property.



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So that's it for today. Computer related topics are generally important. We'll go over another aspect of General Awareness later. Until then, you can practice the questions by downloading the MS Access PDF.



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