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CBCE Skill INDIA

Question Bank **1st Edition**

Microsoft Access

1. What file extension is commonly associated with Microsoft Access databases?
a) **.mdb**   b) .docx   c) .xlsx   d) .pptx

2. What is a primary key in Microsoft Access?
a) **A unique identifier for each record**   b) A key used for encryption
c) A data type used for calculations   d) A function used for sorting

3. What is Microsoft Access?
a) Spreadsheet software   b) Word processing software
c) **Database management system**   d) Presentation software

4. What is the default view in Microsoft Access when opening a table?
a) **Datasheet View**   b) Design View   c) Form View   d) Layout View

5. What is the primary purpose of Microsoft Access?
a) Creating animations   b) **Managing databases**
c) Writing code   d) Designing websites

6. What is the purpose of a form in Microsoft Access?
a) To calculate data   b) To view reports
c) **To enter and display data**   d) To run queries

7. What is the purpose of the datasheet view in Microsoft Access?
a) To design tables   b) **To enter and edit data**
c) To create reports   d) To define relationships

8. What is the purpose of the form wizard in Microsoft Access?
a) To create reports   b) To design tables
c) **To generate forms**   d) To run queries

9. What is the purpose of the order by clause in a Microsoft Access query?
a) To filter records   b) To group records
c) **To sort records**   d) To join tables

10. What is the purpose of the primary key in a table in Microsoft Access?
a) To store unique data   b) **To ensure data integrity**
c) To sort data   d) To create relationships

11. What is the purpose of the where clause in a Microsoft Access query?
a) To sort records   b) To group records
c) **To filter records**   d) To join tables

12. What is used to define relationships between tables in Microsoft Access?
a) Tables   b) Queries   c) Forms   d) **Relationships**

13. What is used to retrieve specific data from a table in Microsoft Access?
a) Tables   b) **Queries**   c) Forms   d) Reports

14. Which component of Microsoft Access stores data in a tabular format?
 a) **Tables**   b) Queries   c) Forms   d) Reports

15. Which data type in Microsoft Access is used to store decimal numbers with fixed precision and scale?
 a) Integer   b) Double   c) Currency   d) **Decimal**

16. Which data type is used to store alphanumeric characters in Microsoft Access?
 a) **Text**   b) Number   c) Date/Time   d) Currency

17. Which data type is used to store dates and times in Microsoft Access?
 a) Text   b) Number   c) **Date/Time**   d) Currency

18. Which data type is used to store whole numbers in Microsoft Access?
 a) Text   b) **Number**   c) Date/Time   d) Currency

19. Which feature in Microsoft Access allows users to search for specific data within a table or form?
 a) **Find and Replace**   b) Filter
 c) Sort   d) AutoCorrect

20. Which function is used to count the number of records in a table in Microsoft Access?
 a) SUM()   b) AVG()   c) **COUNT()**   d) MAX()

21. Which function is used to find the highest value in a numeric field in Microsoft Access?
 a) SUM()   b) AVG()   c) COUNT()   d) **MAX()**

22. Which function is used to find the lowest value in a numeric field in Microsoft Access?
 a) SUM()   b) AVG()   c) COUNT()   d) **MIN()**

23. Which object in Microsoft Access is used to organize and display data in a structured format?
 a) Table   b) Query   c) Form   d) **Report**

24. Which object in Microsoft Access is used to present data in a printable format?
 a) Query   b) Form   c) **Report**   d) Table

25. Which object in Microsoft Access is used to present data in a structured format?
 a) Table   b) Query   c) Form   d) **Report**

26. Which object in Microsoft Access presents data in a structured format?
 a) Tables   b) Queries   c) Forms   d) **Reports**

27. Which operator is used for not equal to comparison in Microsoft Access queries?
 a) **<>**   b) =   c) !=   d) ><

28. Which operator is used for wildcard searches in Microsoft Access queries?
 a) <   b) >   c) =   d) *****

29. Which property ensures that a field must contain a value in Microsoft Access?
 a) Cascade Delete   b) **Required**   c) Indexed   d) Primary Key

30. Which property in Microsoft Access ensures that each record in a field is unique?
a) Cascade Delete   b) Required   c) Indexed   d) **Primary Key**

31. Which property in Microsoft Access improves the performance of searches on a field?
a) Cascade Delete   b) Required   c) **Indexed**   d) Primary Key

32. Which section of a form in Microsoft Access is used to display data from a table?
a) **Detail**   b) Header   c) Footer   d) Navigation

33. Which view allows users to enter and edit data directly in a table in Microsoft Access?
a) Design View   b) **Datasheet View**   c) Form View   d) Query View

34. Which view in Microsoft Access allows users to enter and edit data directly in a table?
a) Design View   b) **Datasheet View**   c) Form View   d) Query View

35. Which view in Microsoft Access allows users to see the actual data in a table?
a) **Design View**   b) Form View   c) Datasheet View   d) Report View

36. Which view in Microsoft Access is used to specify criteria for filtering data in a query?
a) Datasheet View   b) **Design View**   c) Form View   d) Query View

Answer Key

1.**A** 2.**A** 3.**C** 4.**A** 5.**B** 6.**C** 7.**B** 8.**C** 9.**C** 10.**B** 11.**C** 12.**D** 13.**B** 14.**A** 15.**D** 16.**A** 17.**C** 18.**B** 19.**A** 20.**C** 21.**D** 22.**D** 23.**D** 24.**C** 25.**D** 26.**D** 27.**A** 28.**D** 29.**B** 30.**D** 31.**C** 32.**A** 33.**B** 34.**B** 35.**A** 36.**B**