

S.no	Question	Option 1	Option 2	Option 3	Option 4
1	WHAT DOES SQL STAND FOR?	STRUCTURED QUERY LANGUAGE	SEQUENTIAL QUERY LANGUAGE	STANDARDIZED QUERY LANGUAGE	STATIC QUERY LANGUAGE
2	WHICH OBJECT IN ACCESS IS USED TO DISPLAY DATA FROM MORE THAN ONE TABLE?	FORM	REPORT	QUERY	TABLE
3	WHICH OPERATOR IS USED TO JOIN TABLES IN A QUERY?	AND	OR	JOIN	LIKE
4	WHICH DATA TYPE WOULD YOU USE TO STORE A DATE AND TIME IN ACCESS?	TEXT	INTEGER	DATE/TIME	BOOLEAN
5	WHAT IS THE MAXIMUM NUMBER OF CHARACTERS ALLOWED IN AN ACCESS TEXT FIELD BY DEFAULT?	255	50	1000	500
6	WHICH QUERY IS USED TO MAKE CHANGES TO EXISTING DATA IN ACCESS?	UPDATE QUERY	APPEND QUERY	SELECT QUERY	DELETE QUERY
7	WHICH FUNCTION COUNTS THE NUMBER OF RECORDS IN A SPECIFIED FIELD IN ACCESS?	COUNT()	SUM()	AVG()	MAX()
8	IN ACCESS WHICH PROPERTY IS USED TO UNIQUELY IDENTIFY EACH RECORD IN A TABLE?	PRIMARY KEY	FOREIGN KEY	INDEX	UNIQUE IDENTIFIER
9	WHAT IS THE FILE EXTENSION FOR A MICROSOFT ACCESS DATABASE?	.ACCDB	.MDB	.ADP	.XLS

10	WHICH SQL CLAUSE IS USED TO FILTER RECORDS RETURNED BY A QUERY?	ORDER BY	WHERE	GROUP BY	HAVING
11	WHICH OBJECT IN ACCESS IS USED TO DEFINE THE STRUCTURE OF A DATABASE?	TABLE	FORM	REPORT	QUERY
12	WHAT IS THE PURPOSE OF THE RELATIONSHIPS WINDOW IN ACCESS?	TO DEFINE HOW TABLES ARE RELATED	TO RUN SQL QUERIES	TO DESIGN FORMS	TO CREATE REPORTS
13	WHICH OPERATOR IS USED TO PERFORM WILDCARD SEARCHES IN ACCESS?	*	%	?	!
14	WHICH ACCESS OBJECT IS USED TO PRESENT DATA IN A PRINTABLE FORMAT?	REPORT	QUERY	FORM	TABLE
15	IN ACCESS WHAT IS THE MAXIMUM NUMBER OF CHARACTERS ALLOWED IN A FIELD SET TO THE LONG TEXT DATA TYPE?	65	535	255	1000
16	WHICH TYPE OF QUERY IN ACCESS ALLOWS YOU TO COMBINE RECORDS FROM TWO OR MORE TABLES?	SELECT QUERY	UPDATE QUERY	APPEND QUERY	JOIN QUERY
17	WHICH DATA TYPE WOULD YOU USE TO STORE CURRENCY VALUES IN ACCESS?	CURRENCY	TEXT	NUMBER	DECIMAL
18	IN ACCESS WHAT DOES THE AUTONUMBER DATA TYPE	AUTOMATICALLY ASSIGNS A UNIQUE	STORES A NUMERIC VALUE THAT	GENERATES A RANDOM NUMBER	ALLOWS THE USER TO ENTER A

	DO?	NUMBER TO EACH RECORD	INCREMENTS BY 1	FOR EACH RECORD	CUSTOM NUMBER
19	WHICH FUNCTION IS USED TO FIND THE HIGHEST VALUE IN A FIELD IN ACCESS?	MAX()	MIN()	AVG()	COUNT()
20	WHAT IS THE PURPOSE OF THE LOOKUP DATA TYPE IN ACCESS?	TO RESTRICT THE VALUES THAT CAN BE ENTERED IN A FIELD	TO AUTOMATICALLY CALCULATE VALUES BASED ON OTHER FIELDS	TO STORE HYPERLINKS	TO DISPLAY IMAGES
21	WHAT FILE EXTENSION DOES A MICROSOFT ACCESS DATABASE TYPICALLY HAVE?	.MDB	.ACCDB	.ADP	.MDBX
22	WHICH OBJECT IN MICROSOFT ACCESS IS USED TO CREATE A USER INTERFACE FOR DATA ENTRY AND RETRIEVAL?	FORM	TABLE	QUERY	REPORT
23	WHICH SQL KEYWORD IS USED IN MICROSOFT ACCESS TO RETRIEVE DATA FROM A TABLE?	SELECT	SEARCH	FIND	RETRIEVE
24	WHICH DATA TYPE IN MICROSOFT ACCESS CAN STORE VARIABLE-LENGTH ALPHANUMERIC DATA?	TEXT	NUMBER	DATE/TIME	MEMO
25	"WHAT DOES THE ""LIKE"" OPERATOR DO IN A MICROSOFT ACCESS QUERY?"	PERFORMS A PATTERN MATCH	ADDS TWO VALUES	DELETES RECORDS FROM A TABLE	SORTS THE RECORDS
26	WHICH OBJECT IN MICROSOFT ACCESS ALLOWS YOU TO VIEW ANALYZE AND	REPORT	FORM	MACRO	MODULE

	SUMMARIZE DATA FROM TABLES OR QUERIES?				
27	"WHAT IS THE MAXIMUM NUMBER OF CHARACTERS ALLOWED IN A FIELD WITH THE ""SHORT TEXT"" DATA TYPE IN MICROSOFT ACCESS?"	255	64	128	32
28	WHICH PROPERTY IN MICROSOFT ACCESS ALLOWS YOU TO ENSURE THAT A FIELD IN A TABLE CONTAINS UNIQUE VALUES?	INDEXED	REQUIRED	VALIDATION RULE	PRIMARY KEY
29	WHICH VIEW IN MICROSOFT ACCESS ALLOWS YOU TO DESIGN AND MODIFY THE LAYOUT OF A FORM OR REPORT?	DESIGN VIEW	LAYOUT VIEW	PRINT PREVIEW	DATASHEET VIEW
30	IN MICROSOFT ACCESS WHAT IS THE PURPOSE OF A SUBFORM?	TO DISPLAY RELATED RECORDS WITHIN A MAIN FORM	TO CREATE A REPORT	TO EXECUTE VBA CODE	TO IMPORT DATA FROM EXTERNAL SOURCES
31	WHICH FUNCTION IN MICROSOFT ACCESS RETURNS THE CURRENT DATE AND TIME?	NOW()	DATE()	TIME()	DATETIME()
32	IN MICROSOFT ACCESS WHAT IS THE PURPOSE OF A QUERY PARAMETER?	TO PROMPT THE USER FOR INPUT WHEN THE QUERY IS RUN	TO RESTRICT ACCESS TO THE DATABASE	TO AUTOMATICALLY CALCULATE VALUES IN A QUERY	TO CREATE RELATIONSHIPS BETWEEN TABLES
33	WHICH DATA TYPE IN MICROSOFT ACCESS IS USED TO STORE CURRENCY VALUES?	NUMBER	CURRENCY	MONEY	DOLLAR

34	"WHAT DOES THE "CROSSTAB" QUERY TYPE IN MICROSOFT ACCESS ALLOW YOU TO DO?"	SUMMARIZE DATA AND PRESENT IT IN A SPREADSHEET-LIKE FORMAT	DISPLAY RECORDS THAT MEET SPECIFIC CRITERIA	JOIN TWO TABLES TOGETHER	CREATE A BACKUP OF THE DATABASE
35	WHICH OBJECT IN MICROSOFT ACCESS ALLOWS YOU TO AUTOMATE REPETITIVE TASKS AND PROCEDURES?	MACRO	MODULE	QUERY	FORM
36	WHICH FUNCTION IN MICROSOFT ACCESS IS USED TO FIND THE SMALLEST VALUE IN A SET OF RECORDS?	MIN()	SMALL()	SMALLEST()	MINVALUE()
37	WHAT IS THE PURPOSE OF REFERENTIAL INTEGRITY IN MICROSOFT ACCESS?	TO MAINTAIN CONSISTENCY BETWEEN RELATED TABLES	TO SORT RECORDS IN A TABLE	TO CREATE BACKUPS OF THE DATABASE	TO IMPROVE QUERY PERFORMANCE
38	IN MICROSOFT ACCESS WHICH PROPERTY IS USED TO SPECIFY THE ORDER IN WHICH RECORDS ARE DISPLAYED IN A FORM OR REPORT?	ORDER BY	SORT BY	ARRANGE BY	SEQUENCE
39	WHICH SQL KEYWORD IS USED TO UPDATE EXISTING RECORDS IN A TABLE IN MICROSOFT ACCESS?	UPDATE	MODIFY	CHANGE	EDIT