

**TARGET JKSSB CGL EXAM 2021**

**TOP 140**

**IMPORTANT**

**QUESTIONS**

**ON MS**

**ACCESS**

## **TOP 60 IMPORTANT QUESTIONS ON MS ACCESS PART I**

### **1. Microsoft Access is**

- a) RDBMS
- b) OODBMS
- c) ORDBMS
- d) Network Database Model

**Correct Ans: a) RDBMS**

### **2. Which of the following is not a type of Microsoft Access database object?**

- a) Table
- b) Form
- c) Worksheets
- d) Modules

**Correct Ans: c) Worksheets**

### **3. Called a field in a column in a table**

- a) Database
- b) Attribute
- c) Tuple
- d) Data

**Correct Ans: b) Attribute**

### **4. Record is**

- a) Row
- b) Column
- c) Row and column group
- d) None of these

Correct

**Ans: a) Row**

### **5. A column in a relation whose data value is used in the second relation as a key column, which is said to be –**

- a) Primary key
- b) Composite key
- c) Foreign key
- d) Candidate key

**Correct Ans: c) Foreign key**

**6. Collection of the field is called**

- a) Record
- b) Column
- c) File
- d) Table

**Correct Ans: a) Record**

**7. Which key is used to make the unique field?**

- a) Primary key
- b) Foreign key
- c) Index Key
- d) Composite key

**Correct Ans: a) Primary key**

**8. What is the extension name of the database created in Ms Access?**

- a) .mdb
- b) .mad
- c) .doc
- d) None of these

**Correct Ans: a) .mdb**

**9. A tree structure can be established as \_\_\_\_\_ Relationship**

- a) One to One
- b) Many to Many
- c) One to Many
- d) Many to One

**Correct Ans: c) One to Many**

**10. What is DBMS?**

- a) Database Management System
- b) Database Manager System
- c) Data Management System
- d) None of these

**Correct Ans: a) Database Management System**

**11. Relation Model is related to**

- a) Data Structure and Data Integrity
- b) Data Manipulation
- c) Both
- d) None of these

**Correct Ans: c) Both**

**12. Which of the following is the example of Network Database?**

- a) Oracle
- b) Ingress
- c) IDMS
- d) None of these

**Correct Ans: a) Oracle**

**13. Hierarchical Data model**

- a) Partially ordered
- b) Totally ordered
- c) Not ordered
- d) None of these

**Correct Ans: a) Partially ordered**

**14. Overall design of database is called**

- a) Database Screen
- b) Database Structure
- c) Database view
- d) None of these

**Correct Ans: b) Database Structure**

**15. Boyce-code is the Normal Form**

- a) 1 NF
- b) 2 NF
- c) 3 NF
- d) 4 NF

**Correct Ans: d) 4 NF**

**16. The first form of the Normalization is \_\_\_\_\_**

- a) First Normal Form
- b) Second Normal Form
- c) Fifth Normal Form
- d) None of these

**Correct Ans: a) First Normal Form**

**17. Functional dependency occurs**

- a) First Normal Form
- b) Second Normal Form
- c) Third Normal Form
- d) Fourth Normal Form

**Correct Ans: c) Third Normal Form**

**18. The category of information in a database table is called \_\_\_\_\_**

- a) Field
- b) Tuple
- c) File
- d) Record

**Correct Ans: a) Field**

**19. The default and maximum size of the text field in the Ms Access**

- a) 50 and 255 characters
- b) 8 and 1 Gb
- c) 256 characters and 64000 characters
- d) None of these

**Correct Ans: a) 50 and 255 characters**

**20. Which of the DBMS packages is not available?**

- a) Database
- b) Record
- c) Field
- d) File

**Correct Ans: d) File**

**21. Referential integrity occurs**

- a) Table
- b) Database
- c) Query
- d) All of these

**Correct Ans: d) All of these**

**22. Which property should be follow for a table?**

- a) Each column should have separate headings
- b) Duplicate row entries should not be entered
- c) Both
- d) None

**Correct Ans: c) Both**

**23. Presenting them in Two – dimensional table between all data items and relationships is called**

- a) Database
- b) Relation
- c) Normalization
- d) Anomaly

**Correct Ans: b) Relation**

**24. The process of simplifying Relationships is called —**

- a) Database
- b) Relation
- c) Normalization
- d) Anomaly

**Correct Ans: c) Normalization**

**25. Which of these is not the type of anomaly check?**

- a) Update
- b) Delete
- c) Select
- d) Insert

**Correct Ans: c) Select**

**26. The attribute that is not part of any candidate key is called.**

- a) sub-prime attribute
- b) non-prime attribute
- c) sub-candidate key
- d) non-candidate key

**Correct Ans: (b) non-prime attribute**

**27. An attribute of a table cannot hold more than one value**

- a) First normal form (1NF)
- b) Second normal form (2NF)
- c) Third normal form (3NF)
- d) Fourth general form (4NF)

**Correct Ans: (a) First normal form (1NF)**

**28. A key to identifying row specifically in the table consists in more than one attribute that is said.**

- a) Composite key
- b) Candidate key
- c) Primary key
- d) Foreign key

**Correct Ans: (a) Composite key**

**29. In the hierarchical model, the data is organized.**

- a) Logical structure
- b) Physical structure
- c) Tree like structure
- d) None of these

**Correct Ans: (c) Tree like structure**

**30. What does 'Double Rectangles' show in Entity-Relationship diagram?**

- a) Relationship set
- b) Weak Entity sets
- c) Derived Attributes
- d) Multi-valued attributes

**Correct Ans: (b) Weak Entity Sets**

**31. Database Management System (DBMS) is:**

- a) Collection of interrelated data (collection of interlinked data)
- b) Collection of programs to access data (collection of programs for using data)
- c) Collection of data describing one particular enterprise (description of a particular enterprise, collection of data)
- d) All of the above (all)

**Correct Ans: (d) All of the above (all)**

**32. In the Entity-Relationship Diagram Rectangles shows:**

- a) Entity sets
- b) Attributes
- c) Database
- d) Tables

**Correct Ans:(a) Entity sets**

**33. What is the Data Model?**

- a) Entity Relationship model
- b) Relationship data model
- c) Object Based data model
- d) All

**Correct Ans:(d) All**

**34. Which of the following shows the relation between a set of values?**

- a) A Row
- b) A Table
- c) A Field
- d) A column

**Correct Ans: (a) A Row**

**35. Column header is mentioned as.**

- a) Table
- b) Relation
- c) Attributes
- d) Domain

**Correct Ans: (c) Attributes**

**36. The component of ER Model**

- a) Entity
- b) Attributes
- c) Relationship
- d) All

**Correct Ans:(d) All**

**37. A collection is in a relational database,**

- a) Tables
- b) Fields
- c) Records
- d) Keys

**Correct Ans: (a) Tables**

**38. Which of the following is not a modification of the database**

- a) Deletion
- b) Inserting
- c) Sorting
- d) Updating

**Correct Ans:(c) Sorting**

**39. In Entity-Relationship Diagram 'Ellipses' Shows**

- a) Attributes
- b) Weak entity set
- c) Relationship sets
- d) Multi-valued attributes

**Correct Ans: (a) Attributes**

**40. In Entity-Relationship Diagram 'Diamonds' Shows**

- a) Attributes
- b) Weak entity set
- c) Relationship sets
- d) Multi-valued attributes



**Correct Ans: (c) Relationship sets**

**41. If every non-key attribute is functionally dependent on the primary key, the relation will be formed**

- a) First Normal Form
- b) Second Normal Form
- c) Third Normal Form
- d) Fourth Normal Form

**Correct Ans: (c) Third Normal Form**

**42. What is the types of key in the Database Design?**

- a) Candidate key
- b) Primary key
- c) Foreign key
- d) All of these

**Correct Ans: (d) All of these**

**43. Boyce-Codd Normal Form is a simpler form of \_\_\_\_\_**

- a) 1NF
- b) 2NF
- c) 3NF
- d) 4NF

**Correct Ans: (c) 3NF**

**44. What is a form in MS Access ?**

- a) This is a printed page where users will write their data to fill it.
- b) It is designed to look at input screen and make data easier
- c) It is an important part of the database to find out the conclusions by the analyst
- d) All

**Correct Ans: (b) It is designed to look at input screen and make data easier**

**45. Which of these is not a type of relationship, Which can be implemented in the Access database ?**

- a) One to one
- b) One to Many
- c) Many to Many
- d) All of the above can be applied

**Correct Ans:(d) All of the above can be applied**

**46. How many objects are there in Ms Access?**

- a) 4
- b) 3
- c) 7
- d) 6

**Correct Ans: (c) 7**

**47. This key uniquely identifies each record**

- a) Primary key
- b) Key record
- c) unique key
- d) field name

**Correct Ans: (a) Primary key**

**48. There is a third stage in the preparation of databases, when we analyze our database more closely and create a \_\_\_\_\_ between table**

- a) Relationship
- b) Join
- c) Query
- d) None of these

**Correct Ans: (a) Relationship**

**49. This key uniquely identifies each record**

- a) Primary key
- b) Key record
- c) unique key
- d) field name

**Correct Ans: (a) Primary key**

**50. Which of the following contain database objects data?**

- a) Forms
- b) Reports
- c) Queries
- d) Tables

**Correct Ans:(d) Tables**

**51. In MS-Access Shortcut key CTRL + O used for which purpose ?**

- A) Open a new database
- B) Open an existing database
- C) Exit MS-Access
- D) None of these

**Correct Answer: b) Open an existing database**

**52. In how many ways can I create a table in MS Access ?**

- A) 1
- B) 2
- C) 3
- D) 4

**Correct Answer: c) 3**

**53. How many types of data type is in MS Access ?**

- A) 6
- B) 4
- C) 8
- D) 10

**Correct Answer: d) 10**

**54. This data type allows alphanumeric characters and special symbols ?**

- A) text
- B) memo
- C) auto number
- D) None of the above

**Correct Answer: a) text**

**55. In order to create a new table, in which method you do not need to specify the field type and size ?**

- A) Create table in Design View
- B) Create Table using wizard
- C) Create Table by Entering data
- D) All of above

**Correct Answer: c) Create Table by Entering data**

**56. Can not be the size of the field with the number data type**

- A) 2
- B) 4
- C) 8
- D) 16

**Correct Answer: d) 16**

**57. What is the default field size in text field type's?**

- A) 20 Characters
- B) 25 Characters
- C) 50 Characters
- D) 30 Characters

**Correct Answer: c) 50 Characters**

**58. Size of the field of Yes / No field?**

- A) 1 bit
- B) 1 byte
- C) 1 character
- D) 1 GB

**Correct Answer: a) 1 bit**

**59. When a new table is created that can be used to select fields from standard database and tables ?**

- A) Create table in Design View
- B) Create Table using wizard
- C) Create Table by Entering data
- D) None of above

**Correct Answer: b) Create Table using wizard**

**60. When we are making a new table and if we need to enter long text in a field then what data type will be selected ?**

- A) Text
- B) Memo
- C) Currency
- D) Hyperlink

**Correct Answer: b) Memo**

**61. What is the maximum size of the text data type?**

- A) 200 Characters
- B) 500 Characters
- C) 255 Characters**
- D) 300 Characters

**62. What field width is 8 bytes?**

- A) Memo
- B) Number

**C) Date / Time**

D) Hyperlink

**63. Which of the following is not view to display the table in Access?**

A) Datasheet View

B) Design View

C) Pivot Table & Pivot Chart View

**D) None of above**

**64. Which type of data is used to store more data than 255 characters?**

A) Text

**B) Memo**

C) Alphanumeric

D) Number

**65. Which of the following data types can create a Drop down list?**

A) OLE Object

B) Hyperlink

C) Memo

**D) Lookup Wizard**

**66. Which menu is used to sort a field ?**

A) View

**B) Records**

C) Tools

D) Format

**67. What is called the columns in the Microsoft Access Table?**

A) Rows

B) Records

**C) Fields**

D) Columns

**68. Which of these is the option of filters?**

- A) Filter by form
- B) Excluding Selection
- C) Filter by selection

**D) All**

**69. To freeze any column, option is present in which menu?**

- A) View
- B) Records
- C) Tools

**D) Format**

**70. There are a paste option in the table-**

- A) Structure Only
- B) Structure and data
- C) Append Data to Existing

**d. All of the above**

**71. How can the table be made in the following?**

- A) By Design view
- B) By data sheet
- C) By wizard

**D) All**

**72. What is the category of information in a database table?**

- A) Tuple
- B) Record

**C) Field**

D) All of the above

**73. What is called for field in a column of a table?**

A) Database

**B) Attribute**

C) Tuple

D) Data

**74. How much of character of data can store in Text Data Type?**

A) 50

**B) 255**

C) 256

D) 56

**75. Used in Text Type Data Type –**

A) To store text

B) To store the number

**C) For both**

D) None of these

**76. There is a paste option in the table-**

A) Structure only

B) Structure and data

C) Append data to existing

**D) All of the above**

**77. Which option is used to find any record from a particular field in the table ?**

**A) Find and replace**

B) Search record

C) Go To

D) None of these

**78. Why MEMO Data Type is used?**

**A) For long description**

B) Currency value to store

C) Numerical value to store

D) None of these

**79. A field can have a maximum number of character names in the table.**

**A) 64**

B) 32

C) 52

D) 11

**80. What data type is used to store logical value in the table in MS ACCESS?**

A) True / False

**B) Yes/ No**

C) On / off

D) None of these

**81. Which of the following data type is used to insert objects of voice, image, word, excel etc. or to link objects?**

A) Hyperlink

**B) OLE**

C) Text

D) Number

**82. How many types of formats are there for Ms Access Date type?**

A) 4

B) 5

**C) 7**

D) 9

**83. How much value can we store in the Byte Field size of the Number Data type?**

A) 10

B) 5

**C) 2**

D) 3



**84. How much value can we store in the integer Field size of the Number Data type?**

- A) 10
- B) 5**
- C) 2
- D) 3

**85. How much value can we store in the Long Integer Field size of the Number Data type?**

- A) 10
- B) 5**
- C) 9
- D) 3

**86. How much value can we store in the double field size of Number Data type?**

- A) 10**
- B) 5
- C) 9
- D) 3

**87. Which of these field does not appear in the design view Windows?**

- A) Field Name
- B) Description
- C) Data Type
- D) Field size**

**88. What is the Shortcut key of replace in Ms-Access?**

- A) Ctrl + h**
- B) Ctrl + r
- C) Ctrl + f
- D) Alt + r

**89. What option is used to modify the structure of the table?**

- A) Wizard
- B) Design view**
- C) Edit
- D) None of these

**90. The option to hide any column is present in which menu?**

- A) View
- B) Record
- C) Tool
- D) Format**

**91. Operations are in Relationship-**

- a) Define relationships
- b) Save relationship
- c) Delete relationship
- d) All of the above**

**92. Why Append Query is used?**

- a) To copy a table data to another table**
- b) To delete the Query
- c) To save the Query
- d) To update Query

**93. Find duplicate record query is used**

- a) To delete duplicate record
- b) To find duplicate record**
- c) To update duplicate record
- d) To create query

**94. Which query is used to see Unmatched Record from Table or Query?**

- a) Append Query
- b) Find duplicate Query

**c) Find Unmatched Query**

d) Update Query

**95. Why Cross tab Query is used?**

**a) To analyze data**

b) To update Record

c) To delete Record

d) Duplicate record to search

**96. What is most commonly used query?**

**a) Select Query**

b) Action Query

c) Cross tab Query

d) SQL Query

**97. How to get the same information from more than one table?**

a) Normalization

**b) Relationship**

c) Query

d) Report

**98. What is necessary to create a relationship between two tables?**

a) Tables

b) Key

c) Field

**d) All**

**99. Which of these key is formed on the basis of relationships?**

a) Composite key

b) Candidate key

**c) Primary key**

d) Foreign key

**100. Which of these is not an option of referential integrity?**

- a) Cascade update related fields
- b) Enforce Referential Integrity
- c) Normalization**
- d) Cascade deletes related fields

**101. The following is not the type of Query?**

- a) Cross tab Queries
- b) Select Queries
- c) Query by selection**
- d) Append

**102. Which of the following is not the type of Action Query?**

- a) Make table
- b) Cross tab Query**
- c) Delete Query
- d) Append

**103. Which of these is not the option of Query design window?**

- a) Criteria
- b) Table
- c) Sort
- d) Format**

**104. Which of these is the option of “Duplicate Query Wizard”?**

- a) Record Menu
- b) Format Menu
- c) New Query Window**
- d) Tools

**105. Which of these is the option of the New Query Window?**

- a) Find unmatched Query wizard
- b) Simple Query wizard

c) Find duplicate query wizard

d) All

**106. You can use query in Access**

a) To view, modify and analyze data in different ways

b) A source of record for form and reports

c) Just a

d) Both a and b

**107. To create query in Ms-Access-**

a) You can drag and drop a field on query builders

b) You can type SQL command in SQL view

c) You can use the query wizard or the design view

d) All

**108. Query design window consist of two part – are in the upper part**

a) Field Name, Field Type and size

b) Table with fields and relationship between Tables

c) Criteria

d) Sorting check boxes

**109. What is indicate Check box appearing in query design window?**

a) It indicates whether this field should be used or not

b) It indicates whether the field should display the query result or not

c) It indicates whether the field names are displayed in the query result or not

d) None of these

**110. How can you add a table to the query design window?**

a) Select Edit > Add table from the menu

b) Select Tools > Add table from the menu

c) Click the show table button

d) Select the table from the table list on the toolbar

**111. Which of these relationships cannot apply to access database?**

- a) One to one
- b) One to Many
- c) Many to Many
- d) None of these**

**112. To create a relationship between two table**

- a) Drag the primary key of a table into the foreign key of the second table**
- b) Drag the foreign key of a table into the primary key of the second table
- c) Drag a table into the parent table and drop it on the child table
- d) Anyone above can be made to make a relationship

**113. What does one to many relationship mean between student and class table—**

- a) Many different classes of a student**
- b) There may be many Students in a class
- c) There may be many Students in many class
- d) Many students can have many different classes

**114. In the One-to-many relationship in the table 'one' side is called \_\_\_\_\_ and 'many' side is called \_\_\_\_\_**

- a) Child, Parent
- b) Parent, Child**
- c) Brother, sister
- d) Father, Son

**115. We can remove the relationship created between two tables—**

- a) Select Delete Relationship from Edit menu
- b) Select the relationship line and press delete**
- c) Select the Delete option from the relationship menu
- d) All of above

**116. If you want to edit the relationship —**

- a) Right click on the relationship line and choose Edit Relationship
- b) Double click on the relationship line
- c) Both of above**
- d) None of above

**117. There are option in the filter**

- a) Filter by form
- b) Filter by selection
- c) Filter excluding selection
- d) All of the above**

**118. Relationships are possible—**

- a) In a field inside a table
- b) Between two table**
- c) Both A and B
- d) None of these

**119. Queries create**

- a) By filter
- b) From the table**
- c) Both a and b
- d) None of these

**120. AND OR operation are specified—**

- a) In field
- b) In criteria**
- c) In sort
- d) None of these

**121. There are types of Tabular and \_\_\_\_\_ form layouts that display more than one record at the same time?**

- a) Columnar
- b) Justified**
- c) Data sheet
- d) Pivot table

**122. How many forms are there?**

- a) 2
- b) 6
- c) 3
- d) 4**

**123. Which of these statements is true?**

- a) Form is used for input
- b) Forms program are even drives
- c) You can calculate multiple fields in the form
- d) All**

**124. Which of the following is not form Layout?**

- a) Tabular
- b) Datasheet
- c) Web Layout**
- d) Justified

**125. How many modes are there to create a form in ms access?**

- a) 2**
- b) 1
- c) 3
- d) 4



**126. What is the shortcut key to display the first record in Form?**

- a) Shift + Home
- b) Ctrl + Home**
- c) Alt + Home
- d) Alt + shift + Home

**127. \_\_\_\_\_ Property is set for display the type of Object**

- a) Data
- b) Format**
- c) Event
- d) Other

**128. Combo box design is**

- a) In table
- b) In Query
- c) In Form**
- d) In all the above

**129. Sub Form is**

- a) Second form with current form**
- b) A separate Form
- c) Table Form
- d) None of the above

**130. List box control is used —**

- a) For single selection**
- b) For the multiple list
- c) For editing
- d) None of them

**131. Which of the following is the form type —?**

- a) Datasheet
- b) Justified
- c) Tabular
- d) All**

**132. By which of these controls can create drop down list?**

- a) List Box
- b) Command Button
- c) Combo Box**
- d) None of these

**133. Which control is used for Data entry?**

- a) Toggle Button
- b) Option Group
- c) Text box**
- d) Label

**134. Which control is used to display multiple pages?**

- a) Bound Object Frame
- b) Combo Box
- c) Tab**
- d) Rectangle

**135. Which of these layout displays data as field?**

- a) Tabular**
- b) Columns
- c) Justified
- d) Datasheet

**136. Which layout is used to display information in the table?**

- a) Tabular
- b) Columns
- c) Justified
- d) Datasheet

**137. What is the shortcut key to display the first record?**

- a) Shift + Home
- b) Ctrl + Home
- c) Ctrl+shift + Home
- d) Windows+ Home

**138. Which of these control is used to display a bitmap image?**

- a) Image
- b) Bound Object Frame
- c) Picture box
- d) Unbound object

**139. \_\_\_\_\_ control is used to display the message?**

- a) Text box
- b) List box
- c) Label
- d) Check box

**140. The combination of Multiple Toggle Buttons, Option Buttons or Check Box is a \_\_\_\_\_**

- a) Option group
- b) Command Button
- c) Sub form
- d) Unbound object