



D. Currency

16 The data in tables is entered in:

- A. Design view
- B. Normal view
- C. Datasheet view
- D. Layout view

17 Which of the following methods are used for creating a table in Access?

- A. Creating table in Design view
- B. Creating table by using wizard
- C. Creating table by entering data
- D. All

18 Which does not improve data entry?

- A. Input masks
- B. Validation rules
- C. Indexing
- D. Required fields

19 Add new record to the table in datasheet by typing data beside the

- A. \*
- B. !
- C. @
- D. =

20 Which of the following view in MS Access looks like an electronic spreadsheet?

- A. Datasheet
- B. QBE
- C. Relationship
- D. Design