

Microsoft Access Shortcut Keys Quiz

Sr	Questions	Answers Choice
1	In Access Press CTRL+N to	A. Open an existing database B. None of these C. Exit Office Access 2007 Access D. Open a new database
2	Press the following keys in Access to open the page setup dialog box form preview.	A. C or ESC B. S C. Ctrl +P D. P or Ctrl+P
3	In Access press to cut the selected control and copy it to the clipboard.	A. Ctrl+V B. Ctrl+C C. Ctrl+X D. None of these
4	In Access to move down one page.	A. F9 B. Page down C. Down arrow D. F4 or Alt+Down Arrow
5	In Access press to move the selected control to the left (except controls that are part of a layout)	A. CTRL +X B. CTRL +V C. CTRL +C D. None of these
6	In Access press LEFT arrow or Ctrl+Left Arrow?	A. Move the selected control up B. Move the selected control to the right (except controls that are part of a layout) C. None of these D. Move the selected control to the left (except controls that are part of a layout)
7	In Access press Alt+F11 to	A. Display the shortcut menu B. Close the active window C. Display the Control menu D. None of these
8	Press the Following keys in Access to Open the print dialog box form print preview.	A. S B. P or CTRL+P C. C or ESC D. CTRL+P
9	In Access press..... to copy the selected control the clipboard.	A. None of these B. Ctrl+C C. Ctrl+V D. Ctrl+X
10	In Access press CTRL+O to	A. Open an existing database B. None of these C. Open a new database D. Exit Office Access 2007 Access
11	Press the following keys in Access to Print the current or selected object	A. S B. CTRL+P C. C or ESC D. P or CTRL+P
12	In Access press Right Arrow or Ctrl+Right arrow.	A. Move the selected control to the right (except controls that are part of a layout) B. None of these C. Move the selected control up D. Move the selected control to the left (Except controls that are part of a layout)
13	In the Access Press CTRL+W or CTRL+F4 to	A. Close the active window B. Display the control menu C. Display the shortcut menu D. None of these
14	In Access to refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database. that either displays a list of values retrieved from a table or	A. F9 B. Page Down

	query, or stores a static set of values.) list box or combo box	C. F4 or ALT+Down Arrow D. Down Arrow
15	In Access, to Exit office Access 2007 Access.	A. Ctrl+O B. Alt +F4 C. None of these D. Ctrl +N
16	In Access press ALT+F4 to	A. Exit Office Access 2007 Access B. None of hese C. Open a new database D. Open an existing database
17	In Access to Move down one line	A. F9 B. F4 or ALT+Down Arrow C. Down Arrow D. Page Down
18	In Access to open new database press.	A. None of these B. Ctrl+N C. Ctrl+O D. Alt+F4
19	Press the following keys in Access to open the save as dialog box?	A. CTRL+S or SHIFT+F12 B. F12 C. P or CTRL+P D. CTRL+P
20	In Access to open an existing database press.	A. None of these B. ALT+F4 C. Ctrl+N D. Ctrl+O