Microsoft Access Shortcut Keys Quiz

Sr	Questions	Answers Choice
1	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
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 to open new database press.	A. None of these B. Ctrl+N C. Ctrl+O D. Alt+F4
4	Press the following keys in Access to save the database object.	A. Ctrl+S or Shift+F12 B. Ctrl+P C. F12 D. P or Ctrl + P
5	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
6	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
7	In Access press..... to copy the selected control the clipboard.	A. None of these B. Ctrl+C C. Ctrl+V D. Ctrl+X
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 to open an existing database press.	A. None of these B. ALT+F4 C. Ctrl+N D. Ctrl+O
10	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
11	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
12	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
13	In Access to move down one page.	A. F9 B. Page down C. Down arrow D. F4 or Alt+Down Arrow
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 form a table or query, or stores a static set of values.) list box or combo box	A. F9 B. Page Down C. F4 or ALT+Down Arrow D. Down Arrow
15	In Access press..... to move the selected control to the right (except control is that are part of a layout)	A. None of these B. Ctrl+x C. Ctrl+c D. Ctrl+V

16	When using Access Database, use this feature to have Access select only certain records in the database to prepare form letters.	A. Tools B. Query C. Table D. Report
17	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
18	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
19	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
20	In Access to open a combo box	A. Page down B. F4 or Alt+Down Arrow C. F9 D. Down Arrow