

## Microsoft Access Shortcut Keys Quiz

Sr	Questions	Answers Choice
1	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
2	In Access to move down one page.	A. F9 B. Page down C. Down arrow D. F4 or Alt+Down Arrow
3	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
4	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
5	In Access to open a combo box	A. Page down B. F4 or Alt+Down Arrow C. F9 D. Down Arrow
6	In Access to open new database press.	A. None of these B. Ctrl+N C. Ctrl+O D. Alt+F4
7	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
8	In Access press..... to copy the selected control the clipboard.	A. None of these B. Ctrl+C C. Ctrl+v D. Ctrl+X
9	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
10	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)
11	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)
12	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
13	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
14	In Access Press CTRL+N to	A. Open an existing database B. None of these

15	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
16	In Access to open an existing database press.	A. None of these B. ALT+F4 C. Ctrl+N D. Ctrl+O
17	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
18	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
19	In Access to Move down one line	A. F9 B. F4 or ALT+Down Arrow C. Down Arrow D. Page Down
20	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