

## Microsoft Access Shortcut Keys Quiz

Sr	Questions	Answers Choice
1	Press the following keys in Access to save the database object.	<p>A. Ctrl+S or Shift+F12</p> <p>B. Ctrl+P</p> <p>C. F12</p> <p>D. P or Ctrl + P</p>
2	In Access to open a combo box	<p>A. Page down</p> <p>B. F4 or Alt+Down Arrow</p> <p>C. F9</p> <p>D. Down Arrow</p>
3	When using Access Database, use this feature to have Access select only certain records in the database to prepare form letters.	<p>A. Tools</p> <p>B. Query</p> <p>C. Table</p> <p>D. Report</p>
4	In Access press..... to move the selected control to the right (except control is that are part of a layout)	<p>A. None of these</p> <p>B. Ctrl+x</p> <p>C. Ctrl+c</p> <p>D. Ctrl+v</p>
5	Press the following keys in Access to Print the current or selected object	<p>A. S</p> <p>B. CTRL+P</p> <p>C. C or ESC</p> <p>D. P or CTRL+P</p>
6	Press the Following keys in Access to Open the print dialog box form print preview.	<p>A. S</p> <p>B. P or CTRL+P</p> <p>C. C or ESC</p> <p>D. CTRL+P</p>
7	In Access press LEFT arrow or Ctrl+Left Arrow?	<p>A. Move the selected control up</p> <p>B. Move the selected control to the right (except controls that are part of a layout)</p> <p>C. None of these</p> <p>D. Move the selected control to the left (except controls that are part of a layout)</p>
8	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	<p>A. F9</p> <p>B. Page Down</p> <p>C. F4 or ALT+Down Arrow</p> <p>D. Down Arrow</p>
9	Press the following keys in Access to open the save as dialog box?	<p>A. CTRL+S or SHIFT+F12</p> <p>B. F12</p> <p>C. P or CTRL+P</p> <p>D. CTRL+P</p>
10	Press the following keys in Access to open the page setup dialog box form preview.	<p>A. C or ESC</p> <p>B. S</p> <p>C. Ctrl +P</p> <p>D. P or Ctrl+P</p>
11	In Access press ALT+F4 to	<p>A. Exit Office Access 2007 Access</p> <p>B. None of hese</p> <p>C. Open a new database</p> <p>D. Open an existing database</p>
12	In Access press Alt+F11 to	<p>A. Display the shortcut menu</p> <p>B. Close the active window</p> <p>C. Display the Control menu</p> <p>D. None of these</p>
13	In Access to open new database press.	<p>A. None of these</p> <p>B. Ctrl+N</p> <p>C. Ctrl+O</p> <p>D. Alt+F4</p>
14	In Access press CTRL+O to	<p>A. Open an existing database</p> <p>B. None of these</p> <p>C. Open a new database</p> <p>D. Exit Office Access 2007 Access</p>

15	In Access to Move down one line	A. F9 B. F4 or ALT+Down Arrow C. Down Arrow D. Page Down
16	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
17	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
18	In Access press..... to copy the selected control the clipboard.	A. None of these B. Ctrl+C C. Ctrl+V D. Ctrl+X
19	In Access, to Exit office Access 2007 Access.	A. Ctrl+O B. Alt +F4 C. None of these D. Ctrl +N
20	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