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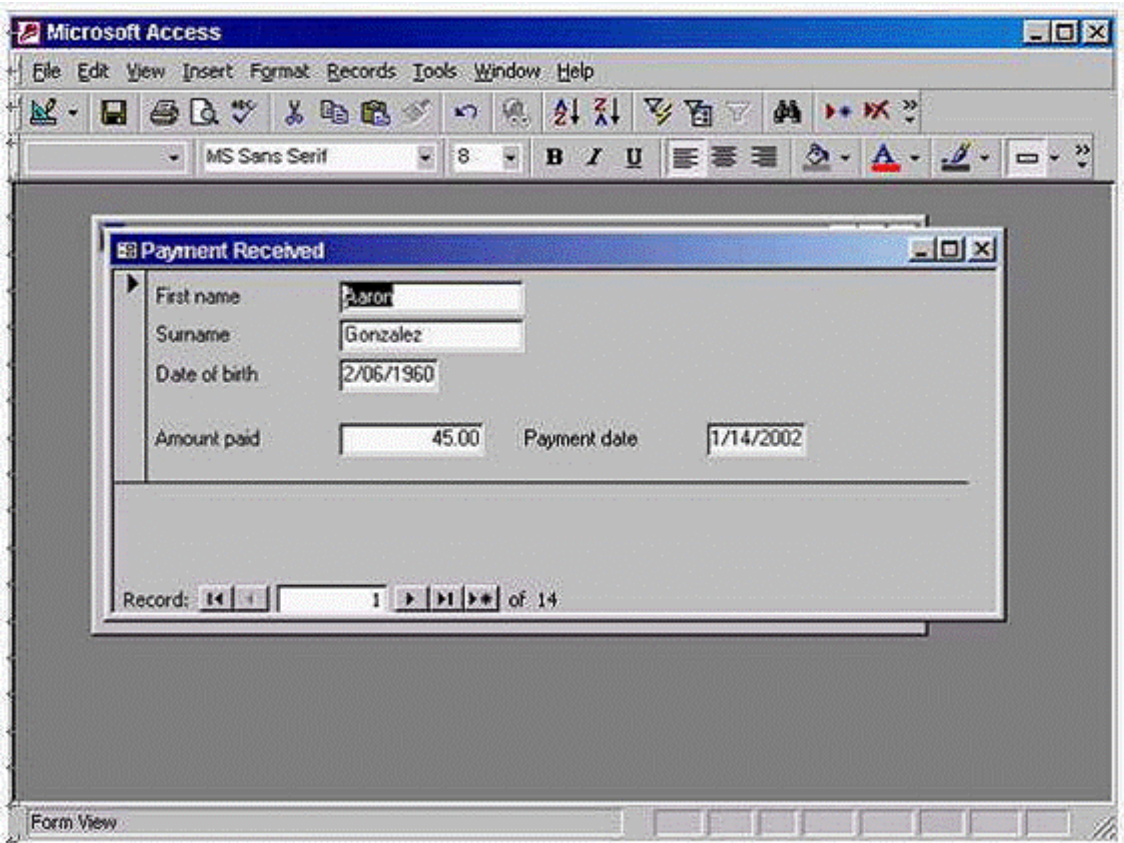
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Question 1

Question Type: MultipleChoice

Print pages 4 to 6 in this form, using the current print settings.



Options:

A- File -> print -> select pages -> type 4 in the first box -> type 6 in the second box -> ok

Answer:

A

Question 2

Question Type: MultipleChoice

Change the orientation of the print output so that pages will be printed wider than they are tall.

Microsoft Access - [Books by Author]

File Edit View Tools Window Help

75 % Close

Nationality	First name	Surname	Title
American			
	Debbie	Silvermann	Child Minding
	Katie	Larsen	What Do Spiders Do After C
British			
	Annie	Hughes	More Adventures of the Whi Number 4 in the Trilogy of t The Tale of the White Van The White Van goes into Or
	Joseph	Snyder	Two Faced, Inc.

Page: 1

Ready

Options:

A- File -> page setup -> select the page tab -> select the landscape

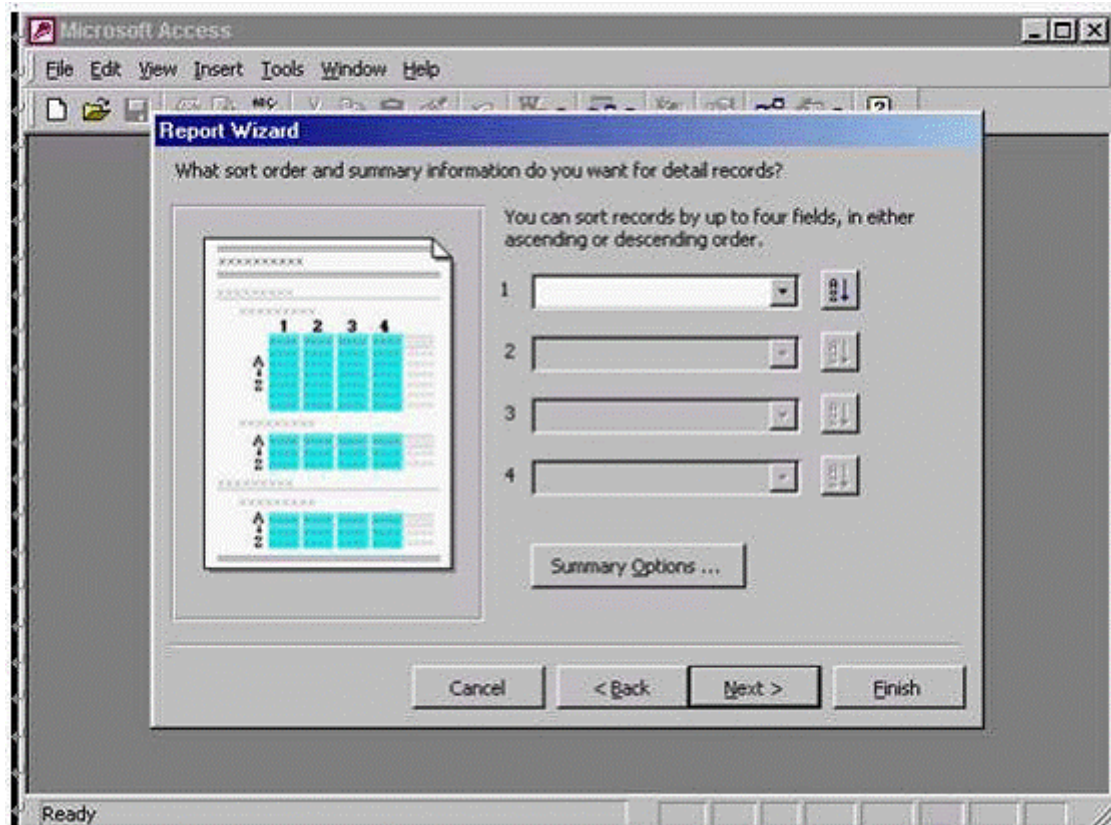
Answer:

A

Question 3

Question Type: MultipleChoice

We are compiling tourism statistics. We need this report to sort results in month order and tell us the minimum number of bed nights sold.



Please carry out the necessary steps so that the report will produce these details.

Options:

A- From the first drop down list select month -> click on summary options... button -> check the check box in the min column and bed nights row -> ok

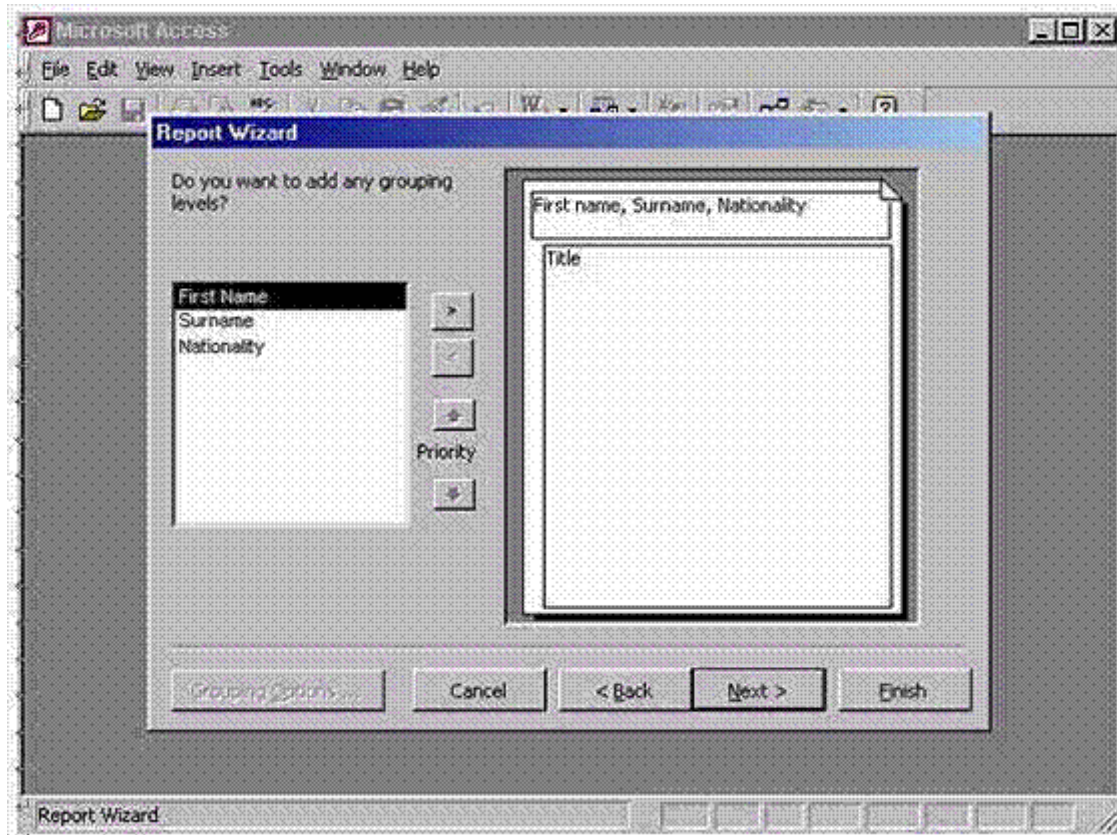
Answer:

A

Question 4

Question Type: MultipleChoice

Group the books in this report by authors' surname with books' titles displayed in alphabetical order.



Options:

A- Select Surname -> click on > -> click next -> from the first drop down list Select Title -> click finish

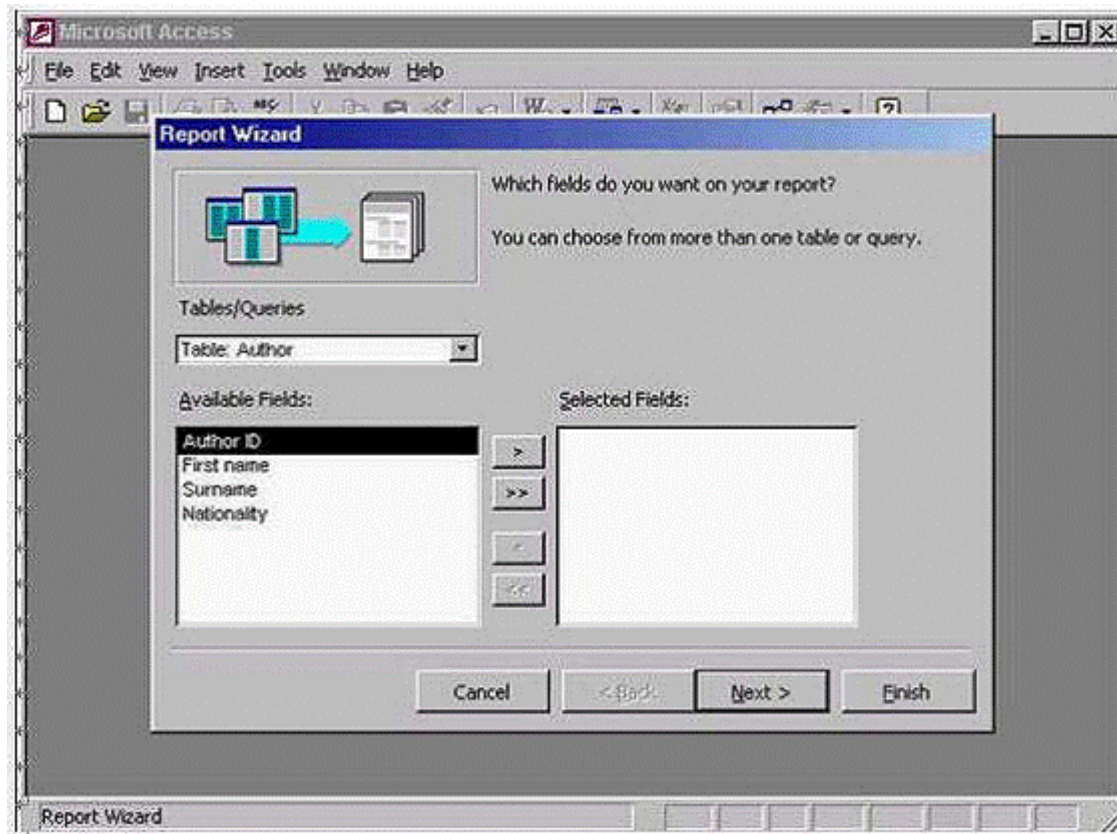
Answer:

A

Question 5

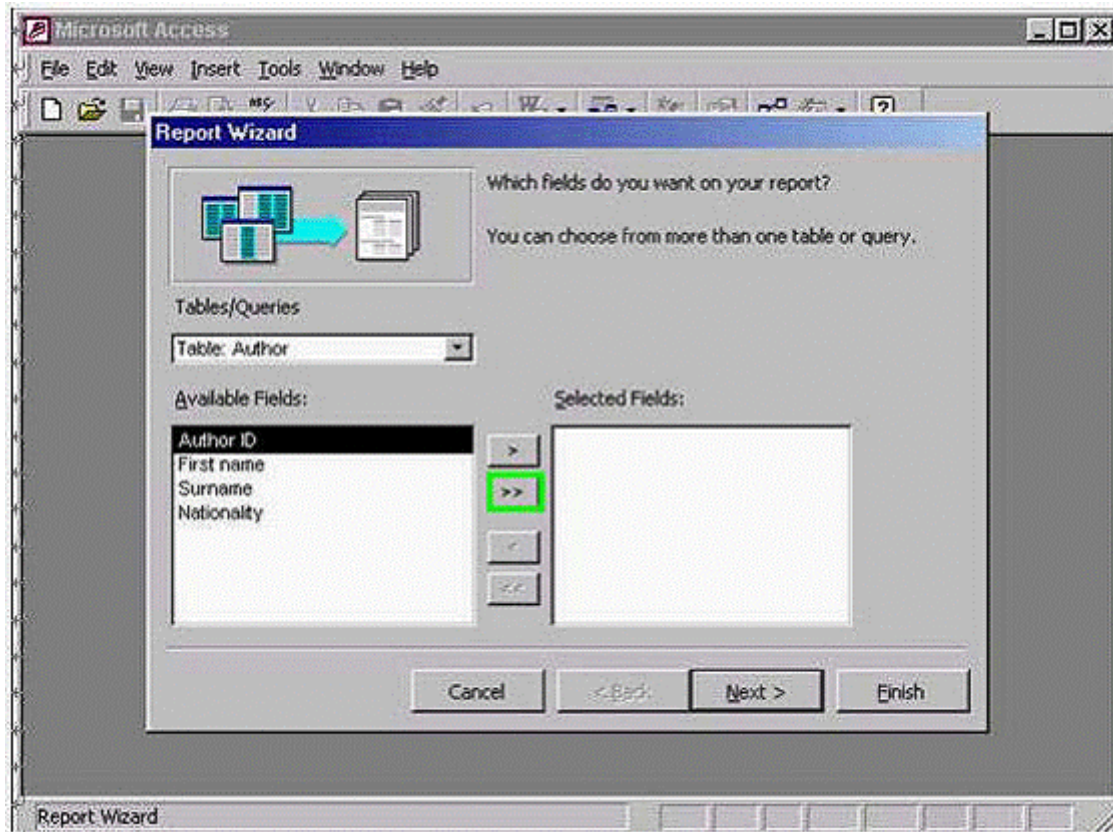
Question Type: MultipleChoice

A Wizard is being used to create a new report. Base this report on the Extract table, and add all the fields from the table to the report's design.



Options:

A- Option



Answer:

A

Question 6

Question Type: MultipleChoice

Sort this query so that the most recent payments display at the top of the datasheet.

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Payments : Select Query

First name	Surname	Amount paid	Payment date	Date of bi
Aaron	Gonzalez	45.00	01/14/2002	02/06/1
Cathryn	Miller	45.00	01/14/2002	02/01/1
Martin	Gorma	120.00	01/21/2002	04/03/1
Alain	Prouse	45.00	01/21/2002	01/23/1
Didier	Poirrot	10.00	01/22/2002	04/22/1
Klaus	Merton	75.00	05/31/2002	10/23/1
Caroline	Zeebacher	35.00	06/04/2002	05/14/1
Claudia	O'Neill	86.00	06/15/2002	01/13/1
Wolf	Chang	150.00	09/11/2002	06/13/1
Silva	Bandero	111.00	09/12/2002	01/01/1
Michael	Seeland	45.00	12/20/2002	07/30/1
Michael	Seeland	45.00	01/02/2003	07/30/1

Record: 11 of 14

Datasheet View

Options:

A- Put the insertion point in the payment date field -> click on the sort descending tool from the Table datasheet toolbar

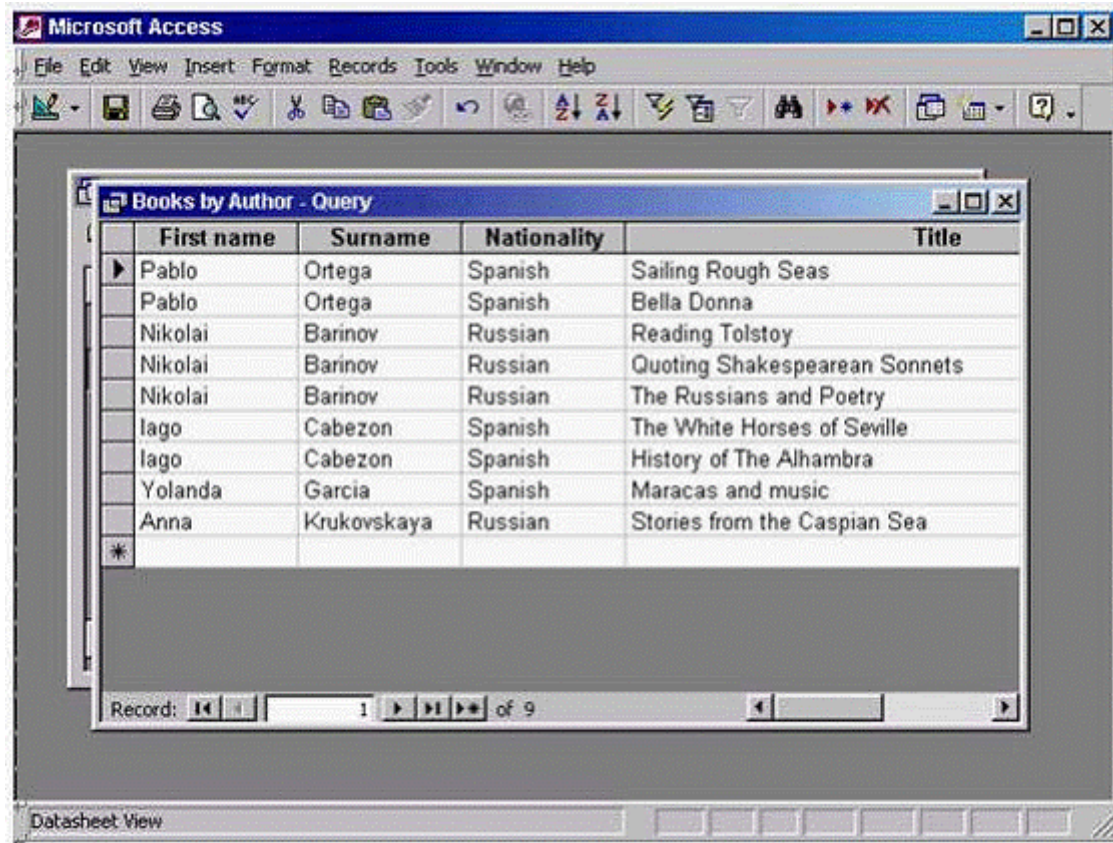
Answer:

A

Question 7

Question Type: MultipleChoice

Change this query so that it will just find books by Spanish authors, and then run the query.



Options:

A- Click on the view tool from the Query datasheet toolbar -> use the back space to delete the word Russian and or Run from the query design toolbar and then press the button

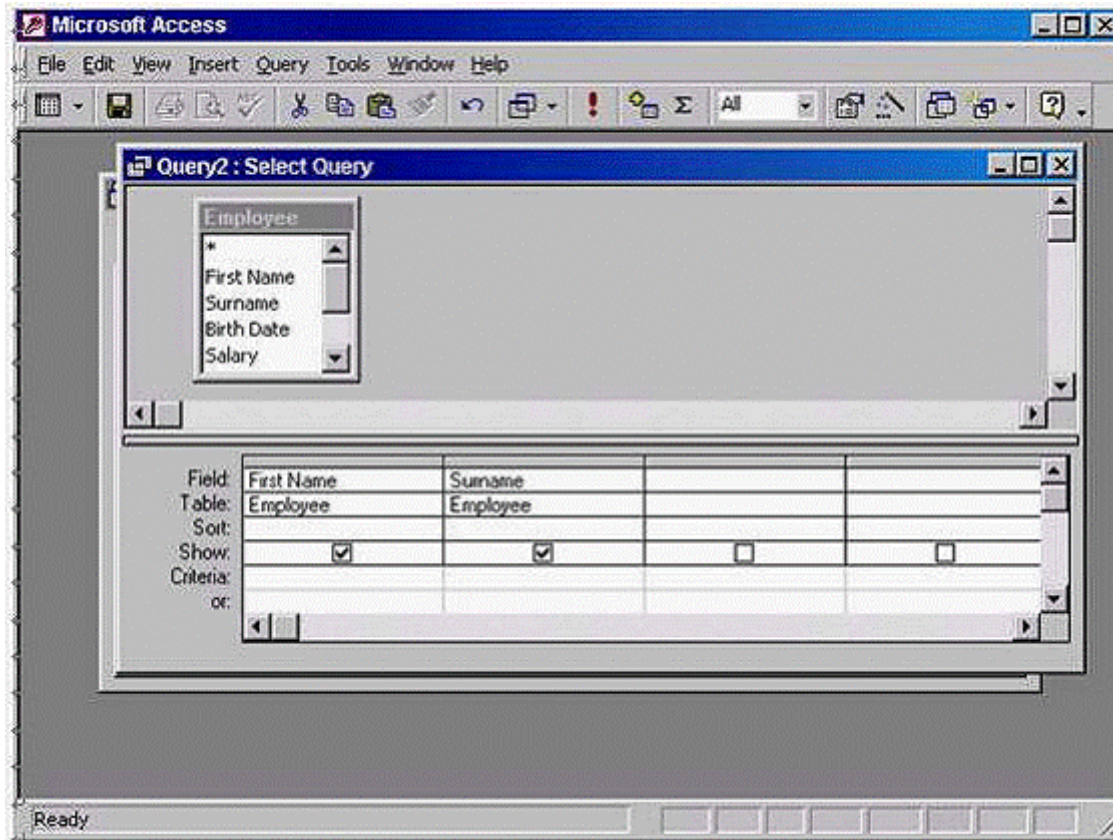
Answer:

A

Question 8

Question Type: MultipleChoice

Add the appropriate field from the Employee table to the 3rd column of the grid so that this query will be able to sort employee records according to their age.



Options:

A- In the third column -> in the field box -> use the drop down list to select the Birth Date

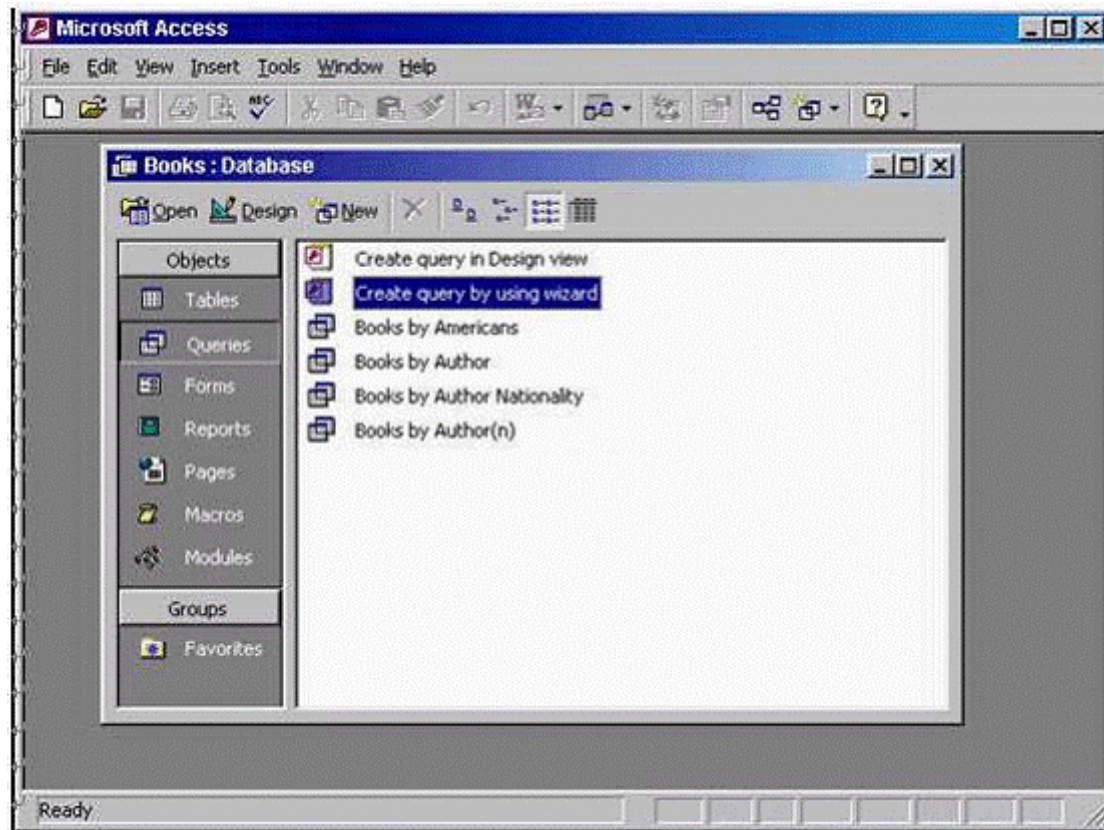
Answer:

A

Question 9

Question Type: MultipleChoice

We no longer need the query, Books by Americans. Delete this query now.



Options:

A- Right click on the Books by Americans -> select Delete -> yes

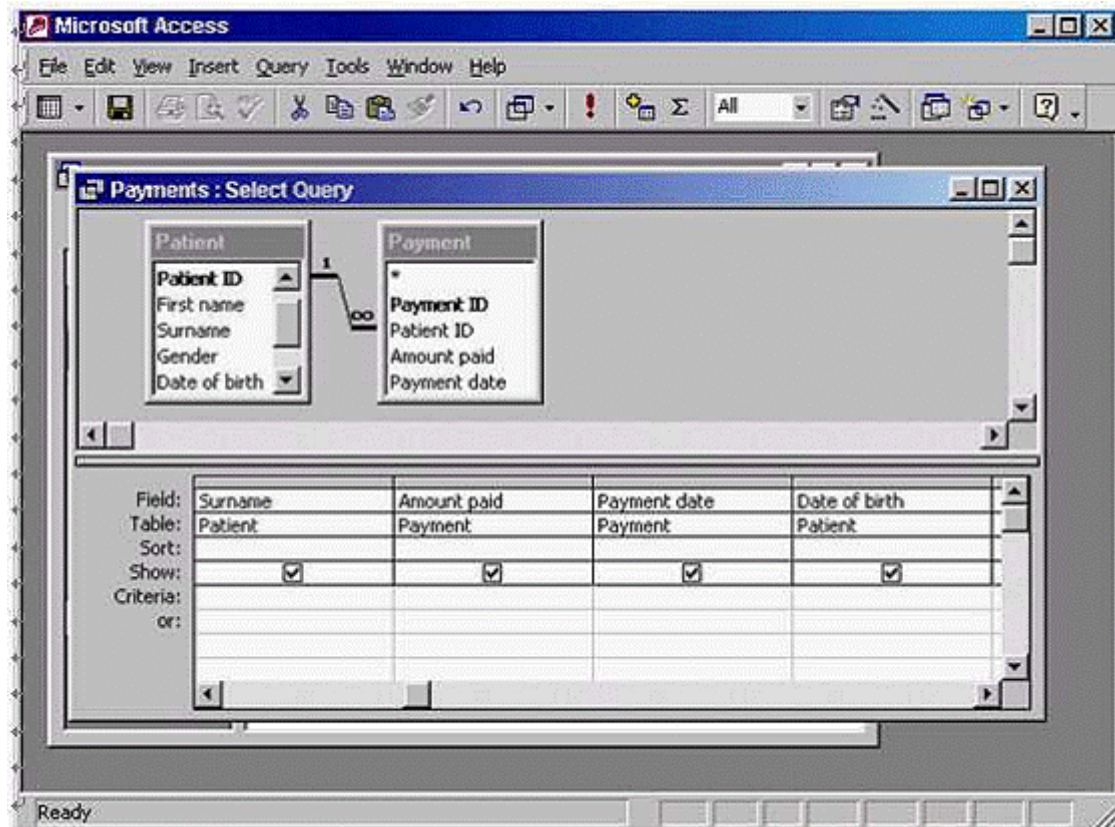
Answer:

A

Question 10

Question Type: MultipleChoice

Find all payments made on or after 06/06/2002.



Press Enter when you are finished.

Options:

A- In the payment date column -> in the criteria box -> type `>= 06/06/2002` -> press enter

Answer:

A

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