

Question Answer

Microsoft Access

MS Access Basics & Interface

1. **Q:** What is MS Access primarily used for? **A:** Managing and organizing relational databases.
 2. **Q:** What is the fundamental building block of an Access database? **A:** A Table.
 3. **Q:** What is an "object" in Access? **A:** Tables, Queries, Forms, Reports, Macros, and Modules.
 4. **Q:** What is a "database file" in Access? **A:** A single file (typically .accdb) that contains all objects (tables, queries, forms, etc.).
 5. **Q:** What is the purpose of the Navigation Pane? **A:** It lists all the objects in the current database, allowing you to open them.
 6. **Q:** How do you open an existing Access database? **A:** File > Open (or Ctrl + O).
 7. **Q:** How do you create a new blank database? **A:** File > New > Blank desktop database.
 8. **Q:** What is the default file extension for an Access database (2007 and later)? **A:** .accdb
 9. **Q:** What is the purpose of the "Ribbon" in Access? **A:** It contains tabs with commands and tools for managing database objects.
 10. **Q:** What is the "Status Bar" in Access? **A:** Located at the bottom, it displays messages about the current action or selected object.
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Tables & Data Structure

11. **Q:** What is a "Table" in Access? **A:** A collection of related data organized into rows (records) and columns (fields).
12. **Q:** What is a "Record" in Access? **A:** A complete set of data for one item or entity, displayed as a row in a table.
13. **Q:** What is a "Field" in Access? **A:** A single piece of information or attribute, displayed as a column in a table.
14. **Q:** What is a "Primary Key"? **A:** A field (or combination of fields) that uniquely identifies each record in a table.
15. **Q:** Why is a Primary Key important? **A:** Ensures data integrity, prevents duplicate records, and is used to establish relationships between tables.

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16. **Q:** What is a "Foreign Key"? **A:** A field in one table that refers to the Primary Key in another table, establishing a relationship.
17. **Q:** What are "Data Types" used for in Access? **A:** To specify the type of data that can be stored in a field (e.g., Text, Number, Date/Time).
18. **Q:** What is "Datasheet View" for a table? **A:** Allows you to enter, edit, and view data in a row-and-column format similar to a spreadsheet.
19. **Q:** What is "Design View" for a table? **A:** Allows you to define the structure of the table, including field names, data types, and properties.
20. **Q:** What is "Referential Integrity"? **A:** A set of rules that Access enforces to maintain valid relationships between tables and prevent accidental deletion or changing of related data.
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Queries

21. **Q:** What is a "Query" in Access? **A:** A request for data or an action to be performed on data. It can retrieve, manipulate, or analyze data from one or more tables.
22. **Q:** What is the most common type of query? **A:** Select Query.
23. **Q:** What does a "Select Query" do? **A:** Retrieves data from tables based on specified criteria and displays it in a datasheet.
24. **Q:** What is "Query Design View"? **A:** A graphical interface where you drag tables, select fields, and set criteria for a query.
25. **Q:** What is "SQL View" for a query? **A:** Displays the Structured Query Language (SQL) code that defines the query.
26. **Q:** How do you sort results in a query? **A:** By setting "Sort" options (Ascending/Descending) for fields in Query Design View.
27. **Q:** What are "Criteria" in a query? **A:** Conditions you specify to filter the records that the query retrieves.
28. **Q:** What is an "Action Query"? **A:** A query that makes changes to many records in one operation (e.g., Update, Append, Delete, Make-Table).
29. **Q:** What is a "Parameter Query"? **A:** A query that prompts the user for input (a parameter) each time it runs, allowing for flexible filtering.
30. **Q:** How do you join two tables in a query? **A:** By dragging a field from one table to its related field in another table in Query Design View, creating a join line.
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Forms

- 31. **Q:** What is a "Form" in Access? **A:** An object used for entering, editing, and viewing records in a user-friendly interface.
 - 32. **Q:** What is the main advantage of using a Form over a Table's Datasheet View for data entry? **A:** Forms can present data one record at a time, making it easier for users and allowing custom layouts and controls.
 - 33. **Q:** What is "Form View"? **A:** The view where you interact with the form to enter or view data.
 - 34. **Q:** What is "Layout View" for a form? **A:** A design view that allows you to make design changes to a form while still viewing live data.
 - 35. **Q:** What is "Design View" for a form? **A:** Provides a detailed grid for precise control over the form's layout and object properties.
 - 36. **Q:** What is a "Control" on a form? **A:** Objects on a form or report that display data, perform actions, or enhance the design (e.g., text box, button, label).
 - 37. **Q:** What is a "Bound Control"? **A:** A control that is directly connected to a field in a table or query, displaying its data.
 - 38. **Q:** What is an "Unbound Control"? **A:** A control that is not connected to a field and is used for things like titles, images, or buttons.
 - 39. **Q:** What is a "Subform"? **A:** A form embedded within another form, used to display records from a related table.
 - 40. **Q:** How do you add a button to a form? **A:** Using the "Button" control from the Form Design Tools in Design or Layout view.
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Reports

- 41. **Q:** What is a "Report" in Access? **A:** An object used to present data from your database in an organized, printable format.
- 42. **Q:** What is the primary purpose of a Report? **A:** To summarize and present data for printing or viewing, not for data entry.
- 43. **Q:** What is "Report View"? **A:** Shows the report as it will appear when printed, but allows for interactive viewing and searching.
- 44. **Q:** What is "Print Preview" for a report? **A:** Shows exactly how the report will look on paper before printing.

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45. **Q:** What are "Grouping Levels" in a report? **A:** Used to organize records into categories and often calculate subtotals or other summaries for each group.
46. **Q:** How can you add calculated fields to a report? **A:** By creating a text box control and entering a formula (e.g., = [Quantity] * [Price]) as its control source.
47. **Q:** What is a "Label Report" commonly used for? **A:** Printing address labels or inventory tags.
48. **Q:** What is the "Report Wizard"? **A:** A tool that guides you step-by-step through the process of creating a basic report.
49. **Q:** What is the "Controls Wizard"? **A:** A tool that automatically creates associated labels and sets properties when adding certain controls to a form or report.
50. **Q:** How do you export a report to a PDF file? **A:** File > Save As > Select "PDF" as the format.