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77-885

Microsoft
Access 2010

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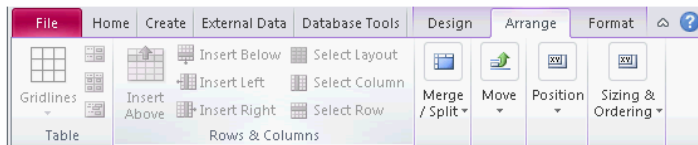
QUESTION: 1

Which of the following contextual tabs consists of controls to select the initial layout of a form and the default positions of controls on the form?

- A: Arrange
- B: Format
- C: Page Setup
- D: Design

Explanation: Answer option A is correct.

The Arrange contextual tab is highly context sensitive. It consists of controls to select the initial layout of a form and the default positions of controls on the form.



Answer option D is incorrect. The Design contextual tab is used to add new elements, change the header/footer, and apply themes to the form.

Answer option B is incorrect. The Arrange tab has various layout options.

Answer option C is incorrect. This contextual tab is not available on the form.

QUESTION: 2

Where can a user add any Access command as a button in Microsoft Access 2010?

- A: Macro
- B: Navigation Pane
- C: Quick Access Toolbar
- D: Index

Explanation: Answer option C is correct.

The Quick Access Toolbar in MS Access 2010 is a customizable toolbar which is displayed in the title bar of the Database window. It has a set of commands or functions (save, undo/redo, and print) that are independent of the tab on the ribbon currently displayed in MS Access. The Quick Access Toolbar can be moved from one of the two possible locations. A user can add any Access command as a button to the Quick Access Toolbar.

Answer option B is incorrect. The Navigation Pane provides an interface for all database objects, such as tables, queries, forms, reports, macros, and modules. It is located along the left side of the Access screen. In the Navigation Pane, all items are organized into groups. It is

also used to show or hide the database objects.

Answer option A is incorrect. In Microsoft Office Access 2010, a macro is a database object that defines the actions that are required for Access to perform as a result of a defined event. It is also used to open and execute queries, open tables, and print or view reports. A user can add simple conditions in macros to specify when actions are performed or skipped.

Answer option D is incorrect. In Microsoft Office Access 2010, an index is a list of field values included in a table. It helps Access in finding and sorting records quickly. An index stores the record's location based on the columns that are part of the index. The indexed fields have unique values which make it more efficient and faster for Access to read and find a specific field value.

QUESTION: 3

Which of the following are the ways to create a join between two tables in Microsoft Access 2010?

Each correct answer represents a complete solution. Choose all that apply.

- A: Select two tables for the query that have a field in common.
- B: Create relationships between the tables while designing the database.
- C: Use the Object Dependencies pane available on the Relationships group.
- D: Modify the default join behavior.

Explanation: Answer options B, D, and A are correct.

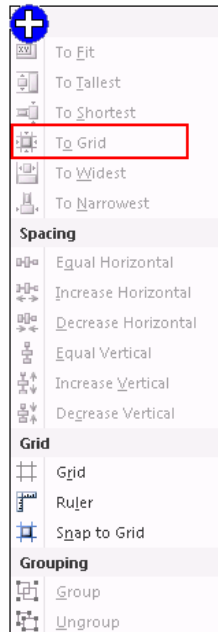
Following are the three ways to create a join between two tables in Microsoft Access 2010:

1. Create relationships between the tables while designing the database.
2. Select two tables for the query that have a field in common. This field has the same name and data in both tables.
3. Modify the default join behavior.

Answer option C is incorrect. The Object Dependencies pane is available on the Relationships group in the Database Tools tab. It demonstrates the interactions or dependencies of all database objects. It helps in preventing record sources from being accidentally deleted. It also displays how other objects are affected by the design change whenever any change is made in the design of an object.

QUESTION: 4

Mark the option that you will choose to move all sides of selected controls in or out to meet the nearest point on the grid.



Explanation: The various commands available in the Size and Ordering group that are helpful in arranging the controls are as follows:

- **To Fit:** It is used to adjust control height and width for the font of the text.
- **To Tallest:** It is used to make selected controls the height of the tallest selected control.
- **To Shortest:** It is used to make selected controls the height of the shortest selected control.
- **To Grid:** It is used to move all sides of selected controls in or out to meet the nearest point on the grid.
- **To Widest:** It is used to make selected controls the width of the widest selected control.
- **To Narrowest:** It is used to make selected controls the height of the narrowest selected control.

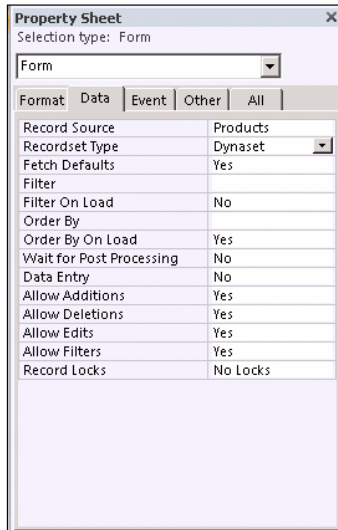
QUESTION: 5

You are working on an Access form named Form-A. You have opened Property Sheet to view the form's properties and make the required changes. Property Sheet consists of five tabs with a different set of properties. Which of the following tabs specifies how a value is displayed and the data source is bound to control source, input mask, validation rule, default value, and other data type?

- A: Data
- B: Format
- C: Other
- D: Event

Explanation: Answer option A is correct.

The Data tab of Property Sheet specifies how a value is displayed and the data source is bound to control source, input mask, validation rule, default value, and other data type.



Fact

What are the various tabs of the Property Sheet?

Hide

The various tabs of the Property Sheet are as follows:

- **Format:** It specifies how a label or value is displayed. It includes font, size, border, special effect, and scroll bar.
- **Data:** It specifies how a value is displayed and the data source is bound to control source, input mask, validation rule, default value, and other data types.
- **Event:** It displays all events in the form of a call to a macro or a VBA procedure.
- **Other:** It displays additional characteristics of control, such as control name and description.
- **All:** It displays all properties of control.

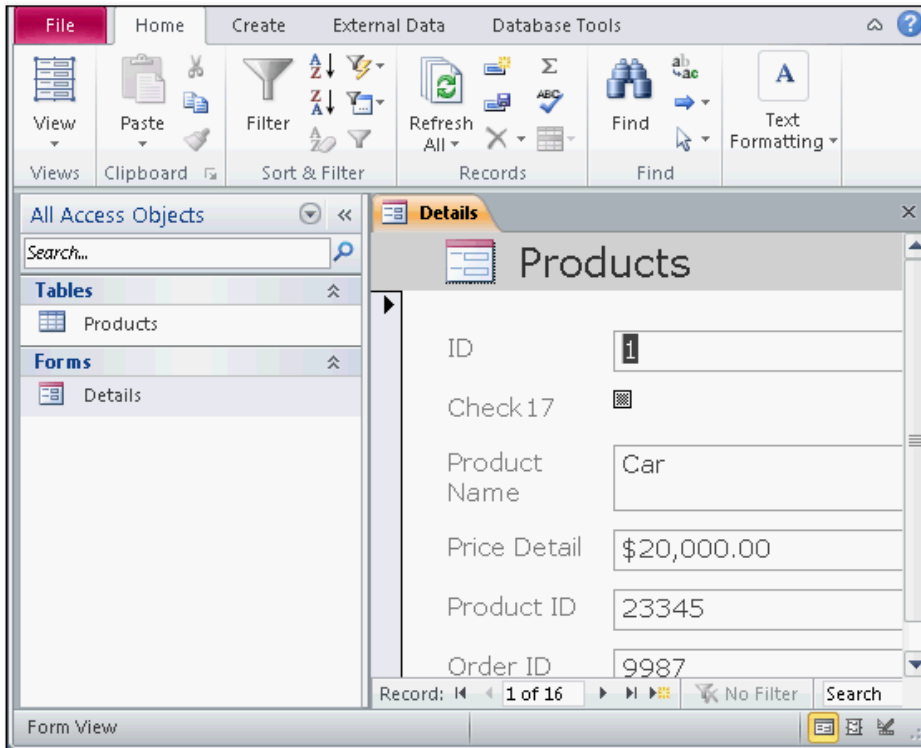
QUESTION: 6

Which of the following view types allows a user to manipulate data on the form created in Access 2010?

- A: Form view
- B: PivotChart view
- C: Datasheet view
- D: PivotTable view

Explanation: Answer option A is correct.

The Form view is a default view type for an Access form. It allows a user to manipulate data on the form.



Answer option C is incorrect. The Datasheet view displays the data in the table format.

Answer option B is incorrect. The PivotChart view allows a user to display the data of a form as pivot charts.

Answer option D is incorrect. The PivotTable view allows a user to display the data of a form as a pivot table.

QUESTION: 7

You have a form named Annexure-1 created in Microsoft Office Access 2010. You have to split a cell horizontally into two smaller cells. The cell has a control. You want the control to be moved to the left cell of the two resulting cells. Which of the following steps will you take to accomplish the task?

- A: Design > Tools > Merge / Split > Split Horizontally
- B: Arrange > Rows & Columns > Insert Left
- C: Arrange > Merge / Split group > Split Horizontally
- D: Format > Selection > Rows & Columns > Split

Explanation: Answer option C is correct.

In order to accomplish the task, you should take the following steps:

Arrange > Merge / Split group > Split Horizontally

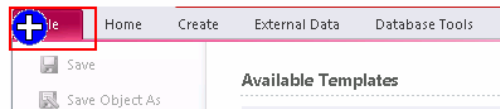
When you split a cell that has a control, the control automatically moves to the left cell of the two resulting cells.

Answer option B is incorrect. You can take these steps to add a new column to the left side of a specific column.

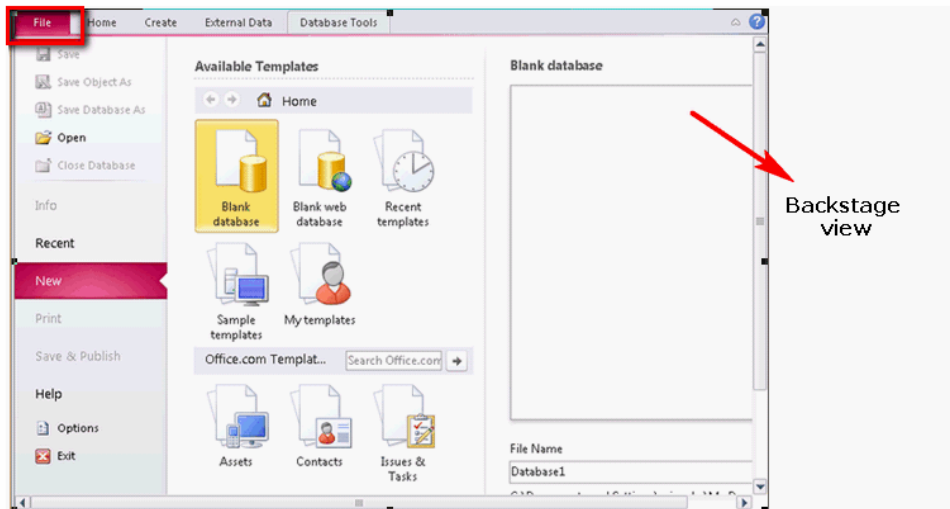
Answer options A and D are incorrect. The Design and Format tabs do not contain the options for splitting cells.

QUESTION: 8

You are working on a home computer with Microsoft Office 2010 installed on it. You have created some database files using MS Office Access. You want to manage all your database files and customize the program. In order to perform this task, you need to display the Backstage view. Choose the tab that you will click on the program window to display the Backstage view.



Explanation: In order to display the Backstage view, you should click on the File tab in the upper-left corner of the program window. The Backstage view of MS Access 2010 is shown in the image given below:





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and many others.. See complete list [Here](#)

