Microsoft Access Job Interview Questions And Answers

[About Interview Questions Answers](#)

Interview Questions Answers . ORG is an interview preparation guide of thousands of Job Interview Questions And Answers, Job Interviews are always stressful even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared for your job interview. Take the time to review the standard interview questions you will most likely be asked. These interview questions and answers on Microsoft Access will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts.

If you find any **question or answer** is incorrect or incomplete then you can **submit your question or answer** directly with out any registration or login at our website. You just need to visit [Microsoft Access Interview Questions And Answers](#) to add your answer click on the *Submit Your Answer* links on the website; with each question to post your answer, if you want to ask any question then you will have a link *Submit Your Question*; that's will add your question in Microsoft Access category. To ensure quality, each submission is checked by our team, before it becomes live. This [Microsoft Access Interview preparation PDF](#) was generated at **Wednesday 29th November, 2023**

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.
www.facebook.com/InterviewQuestionsAnswers.Org

Follow us on Twitter for latest Jobs and interview preparation guides.
https://twitter.com/InterviewQA

If you need any further assistance or have queries regarding this document or its material or any of other inquiry, please do not hesitate to contact us.

Best Of Luck.

Interview Questions Answers.ORG Team
https://InterviewQuestionsAnswers.ORG/
Support@InterviewQuestionsAnswers.ORG

Microsoft Access Interview Questions And Answers Guide.

Question - 1:

State the criteria which a trusted publisher should meet before adding him?

Ans:

The following criteria should be met by the publisher before adding him to the list.
* The code project should have a digital signature of the publisher
* A valid digital signature should be in place
* Valid digital signature should not be expired
* Digital certificate which comes with digital signature should meet industry standards and specifications.
* Developer who is holding and signing the code project should be a trusted publisher.

View All Answers

Question - 2:

Name at least six file extensions of Microsoft Access?

Ans:

Some of the file extensions present in MS Access are
* Access blank project template .adn
* Access database .accdb
* Access project .adp
* Access Workgroup .mdw
* Protected access database .accde
* Access workgroup .mdw

View All Answers

Question - 3:

Explain about the protection features present in MS Access?

Ans:

If a programmer doesn't wish to make changes to the document he can lock the document data and its code from further changes by changing the extension of the file system to .MDE. Changes can be made only to the file with an extension MDE. Tools are available in the market which can unlock and decompile the code but some changes to VBA or VB scripts are irreversible.

View All Answers

Question - 4:

State some of the uses of MS Access?

Ans:

MS Access provides a huge range of functions some of them are
* It is used by small business, departments of large corporations, and by amateurs to create applications on their desktop for data applications.
* Access is very useful for small web based database applications hosted on IIS and using ASP.NET pages.
* It can be used as a RAD for building prototype and Stand alone applications.
* Access can be used as a frontend while the backend can be a ODBC compliant product.

View All Answers

Question - 5:

Explain about the various features present in MS Access?

Ans:

Microsoft access has huge benefits for a programmer and end user. Some of the benefits are
* Relative compatibility with SQL and VBA.
* Microsoft SQL server desktop engine is embedded into the Access suite along with Jetdata base engine which can further help you in programming.
* MS Access allows forms to contain data which is altered as changes are made to the underlying table.
* It has features which support the creation of all objects in the underlying server.

Microsoft Access Interview Questions And Answers

Question - 6:

Explain about Microsoft access?

Ans:

Microsoft access name has been changed to Microsoft office access. This software incorporates relational database management system which combines GUI (graphical user interface) with Microsoft Jet database engine. It can import and use data from Access, SQL, oracle, etc. This software is used to build application software.

Question - 7:

Explain about creating a report tool by using the report tool and report wizard?

Ans:

Report tool creates a report very fast because it will not ask you for much information for creating your report. It displays the entire field but it may not be the polished data source you are opting for.
Report wizard allows you to create a table by giving you options on what to appear and what not to appear. You can specify the relations, grouping and sorting between the tables.

Question - 8:

Explain the steps for this message could not delete from the specified tables?

Ans:

This error is caused by delete query and when the unique property is set to no.
Following are the steps which should be taken to solve the problem.
1) Delete query should be opened and if it is not opening then press F4
2) Clicking the query properties underneath the query designer will give you options.
3) In that options you need to locate unique records property and should set it to yes. These options are present in query property sheet.

Question - 9:

Detail about how you can import a sharepoint list?

Ans:

Importing a sharepoint list to an access database gives you a range of flexible convenient options first a copy is made into the access database after which you can specify the lists which you would like to copy. Also you have an option to copy an entire list or only a specific file. Also import operation creates a table in access which copies the entire fields and records specified into the Access.

Question - 10:

State some criteria s and their effects on a database?

Ans:

It is possible to enter one or more criteria in the rows which can affect your database significantly.
>="Callahan" this returns all the various records from Callahan to the end of the alphabet.
Date() This field returns all the data pertaining to the current date.
"" This is used when you want to know all records which contain zero length string. This can be useful to know whether your customers have fax numbers or so.

Question - 11:

State some of the uses append query?

Ans:

Some of the uses of append query are as follows
* You will save time by appending data to an existing table rather than manual update.
* Appending files based on specific criteria is possible.
* If your destination file doesn't have columns and rows you can add certain columns and rows thus ignoring the rest of them.
* Append can save time and labor when dealing with large database updation.

Question - 12:

How do you create an append query?

Ans:

Append query can be used if you would like to add new rows of data to an already existing table. The process of creating an append query follows these steps they are.
* Basic step should be to create a select query
* After selecting the query you need to append the query
* Destination fields should be selected for each column in the query
* Records can be appended by using the function to run.

Question - 13:

Explain about relationships and look up fields?

Ans:

Relationships are imported from the source to destination without any hindrance but once they land in the destination they can never be altered or changed and change of extensions cannot be of much help.
Lookup fields: -Make sure that you link tables, links, etc if you want to display look up values and not look up ids. Related table should be linked to the destination field for display of lookup values.

View All Answers

Question - 14:

How can I open an MS Access database that has been converted to a current version?

Ans:

MS Access is not backwards compatible. A workaround to share tables between different versions of MS Access would be to link the tables between two different databases. All objects in the database would not be available.

View All Answers

Question - 15:

In MS Access, the long and short date option does not show 4 digit years. How do I achieve the mm/dd/yyyy format?

Ans:

In the date field properties of the table, form, or properties manually input the format you would like. It is not required to choose one of the date formats in the drop down box. Example would be mm/dd/yyyy.

View All Answers

Question - 16:

I am designing an Access database form. How can I get my next control in the form to be automatically selected?

Ans:

By default, Access waits until you press Enter before it selects the Next control on your form. However, this is a wasted keystroke you can eliminate by setting each control's Auto Tab property to Yes. This Property also requires that you set an input mask. Once the data you're entering satisfies the input mask, the Auto Tab property Automatically selects the form's next control. We don't recommend you Use this feature unless you can apply it consistently; otherwise you'll just confuse your users, who won't know when to press Enter.

View All Answers

Question - 17:

What is the maximum size of a database that can be opened in Microsoft Access?

Ans:

1 Gigabyte

View All Answers

Question - 18:

What format should my database be saved in to allow different versions of Microsoft Access to open the database?

Ans:

MS Access is not backwards compatible. To share tables between different versions of MS Access, you can link the tables between two different databases. However, only the tables in the converted database would be available.

View All Answers

Question - 19:

What happens if the both source and destination are named the same?

Ans:

The import operation present in MS Access does not overwrite or modify any of the existing tables or objects. If both the source and destination are the same it makes sure that numbers are appended to the name of the source file. For example a table having a name as info will be renamed as info1.

View All Answers

Question - 20:

I am using the Switchboard Manager in MS Access. I am getting an error message There was an error executing this command.

Ans:

The Switchboard manager in MS Access offers only limited information on errors that occur within the database. Execute the selection directly from the database window to get more detailed information on the error.

View All Answers

Question - 21:

How do you import data from another access database?

Ans:

The process of importing data from another Access database follows these general steps they are.

* Preparing the document for import operation and make sure that extensions are not in .mde or .accde because in that extension you can import only tables.
* Source should be closed automatically when the process is completed
* Make sure that you have permission for read and write.

View All Answers

Question - 22:

When I assigned a primary key to my table in Microsoft Access, I was expecting my data to be sorted. Am I using the correct procedure?

Ans:

Some developers occasionally rely on indexes to sort their data, but shouldn't. That's because an index is an internal Jet operation that relies on internal rules to speed sorting, which is not the same as actually performing the sort. Records are not stored differently or changed. The sort is not performed until an action is being taken against the data like a query. This is not the same as simply opening a table in its Datasheet View. Although an index often appears to sort data, those internal rules often conflict with normal sorting practices and can have unexpected results. Sorting can be accomplished through the use of a query where ascending or descending can be specified against any one of the fields chosen from the table.

View All Answers

Question - 23:

Explain about managing data tasks?

Ans:

Data can be managed by using the features of Import text wizard and export text wizard. Here you can save the operation for future use. First you should edit the specification name after clicking it you can make changes to the text box. Path can also be changed by clicking and modifying the changes in text box. Changes to the description of the file name can be made by making a change in the text box and then saving the changes to the path, specification name by pressing enter.

View All Answers

Question - 24:

Would you like to easily automate your MS Access database through menu driven selections?

Ans:

This can be accomplished by creating a form with customized buttons that point to macros. An easier way is to use MS Access' built in function called "Switchboard Manager". This can be located in Tools/Add-Ins.

View All Answers

Question - 25:

How do you add a developer to a trusted publishers list?

Ans:

Whenever a developer is signing into the code project you will have three options they are disable the macro, enable the macro and explicitly trusting the publisher. You can trust the publisher by allowing from the control panel of the windows. Always have an option left to enable or disable the macros because sensitive information regarding your code can be leaked out within fraction of seconds.

View All Answers

Question - 26:

What is the size limitation of an Access database?

Ans:

Size limitation does not pertain to number of records in a table within a database. Forms, reports, macros, and modules also contribute to database size, but is rather minimal compared to tables containing records. It is recommended that if large amounts of data will be maintained or constantly deleted and new data imported, put your tables in another database and link the tables back into the main database. The utilities for database compression and repair will run much more quickly. In Access 2.0 databases the byte size limitation is 1 gigabyte. In general, use the 1gb rule and suggestions here to maintain performance of the database. See also "How Replication Increases Size of Database.".

View All Answers

Applications Programs Most Popular & Related Interview Guides

1 : **AutoCAD Interview Questions and Answers.**

2 : **Microsoft Office Interview Questions and Answers.**

3 : **Microsoft Outlook Interview Questions and Answers.**

4 : **Microsoft Excel Interview Questions and Answers.**

5 : **MATLAB Interview Questions and Answers.**

6 : **WPF Interview Questions and Answers.**

7 : **OOAD Interview Questions and Answers.**

8 : **Quickbook Interview Questions and Answers.**

9 : **Microsoft Word Interview Questions and Answers.**

10 : **Bioinformatics Interview Questions and Answers.**

Follow us on FaceBook
www.facebook.com/InterviewQuestionsAnswers.Org

Follow us on Twitter
https://twitter.com/InterviewQA

For any inquiry please do not hesitate to contact us.

Interview Questions Answers.ORG Team
https://InterviewQuestionsAnswers.ORG/
support@InterviewQuestionsAnswers.ORG