

ACT WORKKEYS – WORKPLACE DOCUMENTS, APPLIED MATH, GRAPHIC LITERACY PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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1. An invoice shows a subtotal of 86.00, a 10% discount, and tax of 7.50. What is the total amount due after discount and tax?
 - A. 77.40
 - B. 86.00
 - C. 84.90
 - D. 92.10
2. A \$2000 loan at 6% simple interest for 1 year. What is the interest earned?
 - A. 60
 - B. 120
 - C. 0
 - D. 240
3. A salary increases from 40,000 to 44,000. What is the percent increase?
 - A. 8
 - B. 9
 - C. 12
 - D. 10
4. A travel authorization lists a distance of 300 miles with a mileage rate of \$0.50 per mile. What is the travel reimbursement?
 - A. 100
 - B. 120
 - C. 180
 - D. 150
5. Which term describes an area of land or section under the power of a certain individual(s)?
 - A. Domain
 - B. Territory
 - C. Province
 - D. Region

- 6. Which term refers to the practice of protecting personal and private information?**
- A. Privacy
 - B. Confidentiality
 - C. Security
 - D. Disclosure
- 7. Which term describes a connection, association, or involvement between two things?**
- A. Link
 - B. Connection
 - C. Relationship
 - D. Association
- 8. Which term is defined as a connection, association, or involvement between people or things?**
- A. Link
 - B. Association
 - C. Relationship
 - D. Connection
- 9. If overtime is paid at 1.5 times the regular rate, what is the overtime hourly rate when the regular rate is 18 dollars per hour?**
- A. 18
 - B. 36
 - C. 9
 - D. 27
- 10. Which term describes an axis-type graph in which data points are joined by a line?**
- A. Tips
 - B. Line graph
 - C. Bar graph
 - D. Pie chart

Answers

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1. C
2. B
3. D
4. D
5. B
6. B
7. C
8. C
9. D
10. B

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Explanations

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1. An invoice shows a subtotal of 86.00, a 10% discount, and tax of 7.50. What is the total amount due after discount and tax?

- A. 77.40
- B. 86.00
- C. 84.90**
- D. 92.10

Start with the subtotal and apply the 10% discount. Ten percent of 86 is 8.60, so the price after discount is $86 - 8.60 = 77.40$. The tax is given as a fixed amount, 7.50, so you add it to the discounted price: $77.40 + 7.50 = 84.90$. Therefore, the total amount due is 84.90. This matches the correct result because you first reduce the amount by the discount, then add the specified tax.

2. A \$2000 loan at 6% simple interest for 1 year. What is the interest earned?

- A. 60
- B. 120**
- C. 0
- D. 240

Simple interest is found by multiplying the principal by the interest rate and the time. Here, the principal is 2000 dollars, the rate is 6% per year, and the time is 1 year. Convert 6% to a decimal (0.06), then compute: $2000 \times 0.06 \times 1 = 120$. So the interest earned is 120 dollars.

3. A salary increases from 40,000 to 44,000. What is the percent increase?

- A. 8
- B. 9
- C. 12
- D. 10**

To find the percent increase, relate the change to the original amount. The salary goes from 40,000 to 44,000, so the increase is $44,000 - 40,000 = 4,000$. Now compare that to the original salary: $4,000 \div 40,000 = 0.10$. Multiply by 100 to convert to a percentage: $0.10 \times 100 = 10\%$. So the salary increased by 10 percent. For context, 8% would be an increase of 3,200, 9% would be 3,600, and 12% would be 4,800, none of which match the actual 4,000 increase.

4. A travel authorization lists a distance of 300 miles with a mileage rate of \$0.50 per mile. What is the travel reimbursement?

- A. 100
- B. 120
- C. 180
- D. 150**

The essential idea is to multiply the distance by the per mile rate to get the reimbursement. So, 300 miles at \$0.50 per mile is $300 \times 0.50 = 150$. The travel reimbursement is \$150.

5. Which term describes an area of land or section under the power of a certain individual(s)?

- A. Domain
- B. Territory**
- C. Province
- D. Region

Territory is the term that describes land under the power or authority of a ruler or government. It emphasizes both the geographical area and the governance over it, which is exactly what the prompt is asking. While domain can mean a sphere of influence or an area of control, it's more abstract and not typically used for a defined piece of land. Province refers to a political subdivision within a country, and region is a broad geographical area without implying formal governance. So territory best captures the idea of land controlled by someone.

6. Which term refers to the practice of protecting personal and private information?

- A. Privacy
- B. Confidentiality**
- C. Security
- D. Disclosure

Protecting personal and private information is about keeping data secret and accessible only to those who are authorized. This is confidentiality. It refers to the obligation to guard information that has been shared in trust and to prevent unauthorized access or disclosure. Privacy, while related, describes the right individuals have to control their own information and how it is used. Security is the broader effort to protect data and systems from threats, encompassing confidentiality but not naming the specific practice. Disclosure means sharing information with others, which is the opposite of confidentiality. So the term that best fits the practice of protecting personal and private information is confidentiality.

7. Which term describes a connection, association, or involvement between two things?

- A. Link
- B. Connection
- C. Relationship**
- D. Association

A word that describes how two things are tied together or influence each other is being tested. The best choice is relationship because it conveys more than a simple link or label; it expresses how the two things are connected and interact with one another over time. It captures both the existence of a connection and the involvement or interaction between the items. A link is usually a single connector or waypoint, not the ongoing state of interaction. A connection is a general term for being joined, but it doesn't always imply ongoing involvement. An association can mean a link or a formal relationship but often centers on a relationship or grouping rather than the active, mutual influence between two things. Relationship, on the other hand, covers the idea of how two things relate and affect each other. For example, the relationship between study habits and grades describes how they are connected and how one influences the other.

8. Which term is defined as a connection, association, or involvement between people or things?

- A. Link
- B. Association
- C. Relationship**
- D. Connection

Understanding how two things are connected or interact helps pick the right term. The best option here is the word that captures both being linked and the ongoing involvement between entities. Relationship describes how people or things are connected and how they relate to each other, covering social ties, causal links, and any ongoing interaction. It's flexible enough to apply to friendships, family bonds, or how variables influence one another. A link is usually a single connector, like a hyperlink or a physical link, and doesn't convey ongoing interaction. An association denotes a mental or formal connection or a group with a shared interest, but it doesn't always express an active or relational bond. A connection is a close synonym but tends to be broader and can imply a more general bond or tie without emphasizing the ongoing involvement that relationship naturally conveys. So, relationship best fits the idea of a connection, an association, and involvement between people or things.

9. If overtime is paid at 1.5 times the regular rate, what is the overtime hourly rate when the regular rate is 18 dollars per hour?

- A. 18
- B. 36
- C. 9
- D. 27**

Overtime pay uses a multiplier of 1.5 times the regular hourly rate. So with a regular rate of 18 dollars per hour, the overtime rate is $18 \times 1.5 = 27$ dollars per hour. You can see it as 18 plus half of 18 (which is 9), totaling 27. The other numbers represent the rate in different scenarios (no overtime, double pay, or half pay), but they don't reflect the 1.5x overtime rule.

10. Which term describes an axis-type graph in which data points are joined by a line?

- A. Tips
- B. Line graph**
- C. Bar graph
- D. Pie chart

A line graph is used when you want to see how values change over time or across a continuous variable. It uses two axes to plot each data point and then connects successive points with a line, so trends, increases, and decreases become easy to spot at a glance. This makes it the best fit for showing progression or rate of change between measurements. The other visuals describe different ideas: a bar graph compares quantities across categories with bars and doesn't inherently show a connected progression; a pie chart breaks a whole into slices to show proportions; and the remaining option doesn't correspond to a standard graph type.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://actworkkeys.examzify.com>

We wish you the very best on your exam journey. You've got this!

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