

Broward College Computer Literacy Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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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. In a spreadsheet, what is the intersection of a row and a column called?**
 - A. Cell**
 - B. Row**
 - C. Column**
 - D. Sheet**

- 2. Which of the following is a best practice for creating strong passwords?**
 - A. Reuse the same password on multiple sites.**
 - B. Use common words for memorability.**
 - C. Use a long mix of upper/lowercase letters, numbers, and symbols.**
 - D. Use shorter passwords for convenience.**

- 3. Which term describes the central software that manages hardware and software resources on a computer?**
 - A. Web Browser**
 - B. Operating System**
 - C. Database**
 - D. Compiler**

- 4. What is proper email etiquette for professional messages?**
 - A. Explain them in the body and use attachments sparingly.**
 - B. Use attachments sparingly and explain them in the body.**
 - C. Write long messages with many topics.**
 - D. Attach as many files as possible without explanation.**

- 5. What is a backup and why is it important?**
 - A. A separate hard drive that automatically replaces the original when damaged.**
 - B. A copy of important data used to restore data after loss; it protects against hardware failure, deletion, or corruption.**
 - C. A cloud service that prevents every data loss by itself.**
 - D. A system that automatically deletes old files to free space.**

- 6. What is the computer device used for storing data?**
- A. Disk**
 - B. Folder**
 - C. Thumbnail**
 - D. Navigation Pane**
- 7. Which toolkit is used for creating 2D and 3D drawings, game interfaces, and multiplayer control?**
- A. Software Development Kit**
 - B. Application Programming Interface**
 - C. Integrated Development Environment**
 - D. Debugger**
- 8. What is the term for the notation that indicates a file's location on your computer?**
- A. Navigation Pane**
 - B. Disk**
 - C. Thumbnail**
 - D. File path**
- 9. What is the term for the collection of webpages that are accessible via the internet?**
- A. Webpages**
 - B. Web/ World Wide Web**
 - C. Internet**
 - D. URL**
- 10. What feature fills a column with data based on patterns in neighboring data?**
- A. Range reference**
 - B. Flash Fill**
 - C. Live Preview**
 - D. Theme**

Answers

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

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Explanations

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1. In a spreadsheet, what is the intersection of a row and a column called?

- A. Cell**
- B. Row**
- C. Column**
- D. Sheet**

In a spreadsheet, the intersection of a row and a column forms a single data unit called a cell. This tiny box is where you enter numbers, text, or formulas, and it is identified by the column letter and row number (for example, A1 or B3). A row is the horizontal group of cells, a column is the vertical group, and a sheet is the entire page that holds all your rows and columns. Because the question focuses on what you get right where a specific row meets a specific column, the correct term is a cell.

2. Which of the following is a best practice for creating strong passwords?

- A. Reuse the same password on multiple sites.**
- B. Use common words for memorability.**
- C. Use a long mix of upper/lowercase letters, numbers, and symbols.**
- D. Use shorter passwords for convenience.**

The main idea is password entropy: the longer and more diverse your password, the harder it is to guess. When you use a long sequence that includes uppercase and lowercase letters, numbers, and symbols, the number of possible combinations grows dramatically. That means brute-force attempts or guessing attacks take much longer, making the password far stronger. This is why a long, complex password is the best practice. Keep in mind that reusing the same password on multiple sites is risky—if one site is breached, all accounts using that password can be exposed. Using common words makes your password easy to crack with dictionary attacks. And shorter passwords are simply easier to defeat.

3. Which term describes the central software that manages hardware and software resources on a computer?

- A. Web Browser**
- B. Operating System**
- C. Database**
- D. Compiler**

Think of the computer's core as the manager that coordinates everything. The central software that handles hardware and software resources is the operating system. It schedules programs on the CPU, manages memory, controls devices like disk drives and displays, and provides a stable interface for applications to run and for users to interact with the computer. It also organizes storage, enforces security, and supports essential services that other software relies on. Examples include Windows, macOS, and Linux. The web browser is for viewing web content, a database stores and retrieves data, and a compiler translates code into executable instructions.

4. What is proper email etiquette for professional messages?

- A. Explain them in the body and use attachments sparingly.
- B. Use attachments sparingly and explain them in the body.
- C. Write long messages with many topics.
- D. Attach as many files as possible without explanation.**

When you send professional emails with files, you want to be clear about what you're sending and why. Explain the attachments in the body so the recipient understands exactly what each file is and what you want them to do with it. This helps prevent confusion and saves time for the reader. Attach only what's necessary. Keeping attachments to the essential files avoids overwhelming the recipient, reduces email size problems, and makes it easier to review and respond. You can name the files clearly and reference them in your message, such as describing what each document contains and any action steps or deadlines. For example, you might write, "I've attached the Q2 budget report in PDF and the supporting Excel workbook with the underlying numbers. Please review the highlights in the report and confirm any questions by Friday." This combination of a clear explanation in the body and purposeful attachments keeps communication efficient and professional.

5. What is a backup and why is it important?

- A. A separate hard drive that automatically replaces the original when damaged.
- B. A copy of important data used to restore data after loss; it protects against hardware failure, deletion, or corruption.**
- C. A cloud service that prevents every data loss by itself.
- D. A system that automatically deletes old files to free space.

A backup is a separate copy of your important data that you can restore from if something goes wrong. This is why it's essential: if a hard drive fails, a file is accidentally deleted, or data becomes corrupted, you can recover to a previous working state using the backup. Backups support data recovery and business continuity, letting you minimize downtime and loss. The other ideas don't capture the full purpose of backups. A mirror or automatic replacement on a separate drive is a kind of redundancy, but backups aren't limited to automatic drive swaps and must cover various loss scenarios. A cloud service alone cannot guarantee against all data loss without proper backup practices and safeguards. Automatic deletion of old files describes space management, not preserving data for recovery.

6. What is the computer device used for storing data?

- A. Disk**
- B. Folder
- C. Thumbnail
- D. Navigation Pane

Storage devices are what hold data in a computer. A disk is the device designed to store data on magnetic or electronic media, and you rely on it whenever you save or retrieve files. That makes it the correct choice for a data-storing device. A folder isn't a device at all—it's just a way to organize files on the disk. A thumbnail is a small image preview, not a place to store data. A navigation pane is part of the user interface that helps you move through folders, not a storage device.

7. Which toolkit is used for creating 2D and 3D drawings, game interfaces, and multiplayer control?

- A. Software Development Kit**
- B. Application Programming Interface**
- C. Integrated Development Environment**
- D. Debugger**

A Software Development Kit is a bundle of tools, libraries, and documentation that developers use to build applications, including capabilities for 2D and 3D drawing, game interfaces, and networking for multiplayer features. It provides the necessary graphics libraries, UI components, and networking APIs together with sample code and tools to compile and test the software. An API by itself is just a set of functions without the broader toolchain, an integrated development environment is a workspace with editors and build tools but doesn't by itself supply graphics or multiplayer libraries, and a debugger is used to find and fix issues rather than create features.

8. What is the term for the notation that indicates a file's location on your computer?

- A. Navigation Pane**
- B. Disk**
- C. Thumbnail**
- D. File path**

The concept here is how we describe exactly where a file lives in the computer's folder structure. The notation that shows that location is the file path. It strings together the sequence of folders (and sometimes the drive) that you must follow to reach the file, like C:\Users\Name\Documents\Report.docx on Windows or /Users/Name/Documents/Report.docx on macOS/Linux. This path can be absolute, pointing from the root of the drive, or relative, starting from the current folder, and it's what you'd use when opening, saving, or referencing a file in scripts. The other terms refer to UI or objects that help you work with files but don't describe the location notation itself: a Navigation Pane is part of the interface for browsing folders, a Disk is the storage device, and a Thumbnail is a small preview image of the file's content.

9. What is the term for the collection of webpages that are accessible via the internet?

- A. Webpages**
- B. Web/ World Wide Web**
- C. Internet**
- D. URL**

The World Wide Web is a system of interlinked documents—webpages—that you access through a browser over the Internet. It's the collection of pages themselves and the links that connect them. The Internet, by contrast, is the global network that transports data between computers, enabling the Web to work. A URL is simply the address used to locate a specific resource on the Web.

10. What feature fills a column with data based on patterns in neighboring data?

A. Range reference

B. Flash Fill

C. Live Preview

D. Theme

Flash Fill fills a column with data by recognizing patterns in nearby data and applying them automatically to the rest of the column. When you start typing a pattern in a adjacent cell, Excel can detect how the data is structured—such as combining first and last names, reformatting phone numbers, or extracting initials—and quickly complete the remaining cells to match that pattern without you writing formulas. This makes it a powerful helper for data transformation tasks where the same pattern needs to be applied across many rows. For example, if you have a column with first and last names in one cell and you want a separate column with full names in a standard format, you can start the pattern in the first row and Flash Fill will extend it down the column. It's different from simply selecting a range, which just designates where you're working with data; it's not about pattern-based filling. It's also not about previewing formatting or applying a theme, which are separate features.

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://browardcomputerliteracy.examzify.com>

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

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