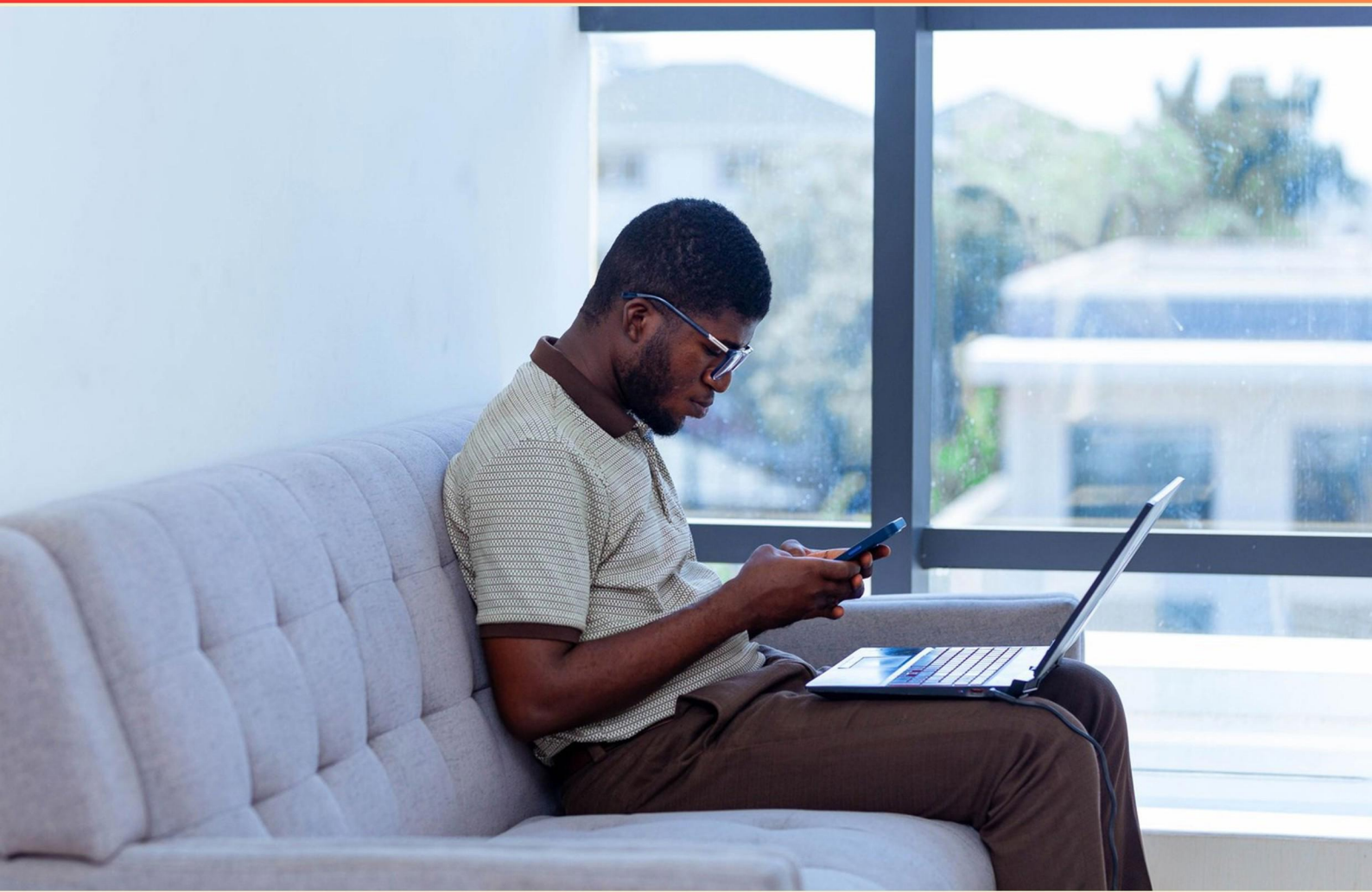


BROWARD COLLEGE COMPUTER LITERACY PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://browardcomputerliteracy.examzify.com>



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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. What is a transition in a presentation?

- A. A visual effect that occurs when moving from one slide to the next.
- B. A way to print slides.
- C. A method to apply a theme.
- D. A shortcut key to switch slides.

2. Encryption is best described as which of the following?

- A. A process that converts data into unreadable format unless you have a key to decrypt it.
- B. A process that compresses data to save space.
- C. A way to speed up network connections.
- D. A security protocol for remote desktops.

3. Which fonts have extra strokes at the end of each character that aid in reading passages of text (for example Times New Roman)?

- A. Sans-serif fonts
- B. Serif fonts
- C. Monospace fonts
- D. Script fonts

4. Which term refers to the individual pages contained within a workbook?

- A. Workbooks
- B. Tabs
- C. Sheets
- D. Cells

5. Which term describes the sheet that contains a chart used to visually represent worksheet data?

- A. worksheet
- B. chart sheet
- C. template
- D. status bar

- 6. What is the difference between relative and absolute cell references?**
- A. Relative uses dollar signs; absolute does not
 - B. Relative stays fixed; absolute changes when copied
 - C. Relative changes when copied; absolute (\$B\$2) stays fixed when copied.
 - D. Relative references always refer to the same cell; absolute references refer to different cells when moved
- 7. Where are the contents of a workbook laid out in a grid of rows and columns?**
- A. Workbook Window
 - B. Worksheet
 - C. Grid Panel
 - D. Data Sheet
- 8. What browser feature tracks the pages you visit over time, not just within a single session?**
- A. Reading List
 - B. History List
 - C. Cortana
 - D. Web Notes
- 9. Which device is primarily responsible for connecting two or more networks and directing data flow between them?**
- A. Modem
 - B. Hub
 - C. Router
 - D. Switch
- 10. In spreadsheets, what is a cell?**
- A. The space between columns.
 - B. A function that sums numbers.
 - C. A chart element.
 - D. The intersection of a row and a column that holds data.

Answers

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

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Explanations

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1. What is a transition in a presentation?

- A. A visual effect that occurs when moving from one slide to the next.
- B. A way to print slides.
- C. A method to apply a theme.
- D. A shortcut key to switch slides.**

A transition is the visual effect that happens as you move from one slide to the next in a presentation. It's about how the switch between slides occurs—think fades, wipes, pushes, or other motions that smooth the change from one slide to the next. This is separate from animations on objects within a slide, printing slides, applying a design theme, or using keyboard shortcuts to navigate. Transitions help set the pacing and flow as you progress through your presentation.

2. Encryption is best described as which of the following?

- A. A process that converts data into unreadable format unless you have a key to decrypt it.
- B. A process that compresses data to save space.**
- C. A way to speed up network connections.
- D. A security protocol for remote desktops.

Encryption is a method that transforms readable data into an unreadable form that can only be restored with the correct decryption key. This protects the information so that even if someone intercepts it, they can't read it without the key. It's not about making files smaller—that would be compression. It doesn't inherently speed up networks, and it's not a specific security protocol for remote desktops. So the best description is: data is turned into unreadable format unless you have the decryption key.

3. Which fonts have extra strokes at the end of each character that aid in reading passages of text (for example Times New Roman)?

- A. Sans-serif fonts
- B. Serif fonts**
- C. Monospace fonts
- D. Script fonts

The main idea here is how certain letter shapes affect reading continuous text. Serifs are the small lines or strokes at the ends of letters. These finishing touches create a subtle horizontal guide along lines of type, helping the eye move from one character to the next and from word to word more smoothly. That built-in rhythm can reduce visual fatigue and improve readability in long passages, especially in printed material. Times New Roman is a well-known serif font, demonstrating these strokes. Sans-serif fonts lack those extra strokes, giving a cleaner, simpler look that some people find easier to read on screens, but they don't provide the same guiding lines for long, dense text on paper. Monospace fonts have equal character widths and aren't centered on the idea of serifs guiding the eye in blocks of text. Script fonts imitate handwriting and are generally more decorative, which can disrupt steady reading in long passages. So, the feature that enhances readability in extended text and is exemplified by Times New Roman is the presence of serifs.

4. Which term refers to the individual pages contained within a workbook?

- A. Workbooks
- B. Tabs
- C. Sheets**
- D. Cells

In a spreadsheet file, the pages inside are called sheets. A workbook is the entire file that can contain several sheets, and the tabs you click at the bottom let you switch between these sheets. Cells are the individual boxes on a sheet where data goes. So the pages themselves are sheets, not the whole file (workbooks), the tabs, or the individual cells.

5. Which term describes the sheet that contains a chart used to visually represent worksheet data?

- A. worksheet
- B. chart sheet**
- C. template
- D. status bar

A chart sheet is the sheet that contains a chart on its own, separate from the data. This page is dedicated to the visual representation of worksheet data, making it easy to view and print the chart without the surrounding cells. A worksheet is the grid where you enter and manage data, but it isn't specifically the chart page. A template is just a starting file layout, not a chart container. The status bar is the bottom area of the window that shows quick info, not a sheet at all. So the term described here is chart sheet. If you have an existing chart on a data sheet, you can move it to its own chart sheet by using Move Chart and choosing New Sheet.

6. What is the difference between relative and absolute cell references?

- A. Relative uses dollar signs; absolute does not
- B. Relative stays fixed; absolute changes when copied
- C. Relative changes when copied; absolute (\$B\$2) stays fixed when copied.**
- D. Relative references always refer to the same cell; absolute references refer to different cells when moved

When you copy a formula, you're deciding if the reference moves with the formula or stays anchored to a single cell. A relative reference changes as you copy, so if you copy a formula one row down, a reference like B2 becomes B3; copy one column to the right and it becomes C2. This is why relative references naturally track the new location where the formula is pasted. An absolute reference uses dollar signs to lock the exact cell, like \$B\$2. No matter where you copy the formula, it will still point to B2. If you only lock the column or the row (for example, \$B2 or B\$2), then that part stays fixed while the other part can shift, which is useful when you want to keep one dimension constant but allow the other to adjust. So the best description is that relative references change when copied, while absolute references stay fixed when copied. This is why dollar signs signal anchoring, and plain references move with the formula.

7. Where are the contents of a workbook laid out in a grid of rows and columns?

A. Workbook Window

B. Worksheet

C. Grid Panel

D. Data Sheet

In spreadsheets, the grid of rows and columns where you enter data sits on a single worksheet. A workbook is the collection of one or more worksheets, so the grid itself isn't the entire workbook or its window—it's the workspace on one sheet. The window is just the view you're looking at on screen, and the other terms aren't the standard label for that data area.

8. What browser feature tracks the pages you visit over time, not just within a single session?

A. Reading List

B. History List

C. Cortana

D. Web Notes

The main idea here is that some browser features keep a running record of every site you visit over time, not just what you see in the current session. This is what the History List does: it stores a chronological log of pages you've visited, with dates and times, so you can go back and reopen sites even after closing and reopening the browser. It helps you retrace your steps, see where you've been, and search your past activity. By contrast, Reading List is simply a place to save pages you want to read later, Cortana is a digital assistant, and Web Notes are tools for annotating pages. You can usually access history from the browser menu or with a keyboard shortcut like Ctrl+H, and note that history isn't saved in private/incognito modes.

9. Which device is primarily responsible for connecting two or more networks and directing data flow between them?

A. Modem

B. Hub

C. Router

D. Switch

Connecting two or more networks and directing data between them is the job of a router. It operates at the network layer, uses IP addresses to understand where a packet should go, and consults routing tables to pick the best path for each piece of data. This is how traffic moves from your local network out to the internet or between different subnets, and it often includes features like network address translation to share a single public IP and basic firewall protection. A modem, while essential for providing access to the internet, doesn't route between multiple networks. A hub simply repeats signals to all connected devices and offers no network segmentation or routing. A switch forwards frames within a single local network based on MAC addresses, improving efficiency but not handling routing between different networks.

10. In spreadsheets, what is a cell?

- A. The space between columns.
- B. A function that sums numbers.
- C. A chart element.
- D. The intersection of a row and a column that holds data.**

In spreadsheets, the basic unit for storing data is the intersection of a row and a column. This little box is called a cell, and it can hold a number, text, or a formula. You address a cell by its position in the grid, which lets you reference it in calculations and combine values from other cells. The space between columns isn't a cell; it's just a gap or border. A function that sums numbers is a formula you place in a cell, not the cell itself. A chart element is part of a chart, derived from the data in the grid, not the data-holding unit.

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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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