

# Computer Concepts and Applications 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. Which statement best defines B2B e-commerce?**
  - A. Transactions between businesses**
  - B. Transactions between consumers**
  - C. Transactions between governments and businesses**
  - D. Transactions within a single business**
  
- 2. Which of the following is a standard way to close a window in Windows 10?**
  - A. Drag the window to the Recycle Bin**
  - B. Click the Close button in the upper-right corner of the window**
  - C. Use Task Manager to end the task**
  - D. Press the Power button to shut down**
  
- 3. Open websites typically include scholarly journals.**
  - A. True**
  - B. False**
  - C. Not sure**
  - D. Both**
  
- 4. The root directory is the main list of \_\_\_\_.**
  - A. Programs**
  - B. Files and folders on the drive**
  - C. Users**
  - D. Data**
  
- 5. To close a window in Windows 10, you can \_\_\_\_.**
  - A. Right-click its button on the taskbar, then click Close window**
  - B. Click the Close button in the upper-right corner of the window**
  - C. Click the Close button in the window's thumbnail on the taskbar**
  - D. Click the Start button and click the program name or icon**

- 6. Volatile memory is best described as:**
- A. Permanent memory**
  - B. Stores instructions waiting to be executed**
  - C. Network storage**
  - D. Temporary memory, loses all contents once the computer is shut off**
- 7. Which Windows feature shows all open apps and lets you switch between them?**
- A. File Explorer**
  - B. Start Menu**
  - C. Settings**
  - D. Task View (Win+Tab) shows all open apps and lets you switch**
- 8. Natural language processing is a field of AI that primarily deals with what?**
- A. Analyzing weather data**
  - B. Generating music**
  - C. Understanding human languages**
  - D. Recognizing faces**
- 9. Which statement about recycling electronic devices is true?**
- A. All of them**
  - B. LCD monitor**
  - C. Smartphone**
  - D. Television**
- 10. What is a Button?**
- A. Icon that you click to execute commands you need to work with an app**
  - B. A label used to describe a function**
  - C. A type of input device**
  - D. A software update**

## Answers

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

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## **Explanations**

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**1. Which statement best defines B2B e-commerce?**

- A. Transactions between businesses**
- B. Transactions between consumers**
- C. Transactions between governments and businesses**
- D. Transactions within a single business**

B2B e-commerce is about transactions between businesses, where one company sells goods or services to another company. This setup typically involves larger orders, negotiated terms, and often integration with the buyer's procurement or ERP systems. For example, a manufacturer buying raw materials from a supplier or a wholesaler supplying products to retailers illustrate B2B relationships. This differs from business-to-consumer transactions, which are sales to individual shoppers; government-to-business scenarios, which involve government entities purchasing from companies; or internal transactions within a single organization. So the statement describing transactions between businesses best defines B2B e-commerce.

**2. Which of the following is a standard way to close a window in Windows 10?**

- A. Drag the window to the Recycle Bin**
- B. Click the Close button in the upper-right corner of the window**
- C. Use Task Manager to end the task**
- D. Press the Power button to shut down**

The standard way to close a window in Windows 10 is to click the Close button in the upper-right corner of the window. This is the normal, graceful method because it sends a close request to the application, allowing it to clean up resources and, if needed, prompt you to save any unsaved work before it exits. It's the expected action you use every time you're done with a window. Dragging a window to the Recycle Bin isn't a supported way to close apps; the Recycle Bin is for deleting files, not managing open windows. Using Task Manager to end the task can close a window, but that's a forceful, last-resort action used when a program isn't responding or won't close normally. Pressing the Power button to shut down affects the entire computer, not just a single window, so it isn't the right method for closing one window. As a common alt method, you can also press Alt+F4 to close the active window quickly.

**3. Open websites typically include scholarly journals.**

- A. True**
- B. False**
- C. Not sure**
- D. Both**

Open access means content is freely available, but it doesn't imply that every open website contains scholarly journals. Websites that are open can host a wide variety of content—news, blogs, forums, government information, tutorials, multimedia, and more. Scholarly journals are specific publications with peer-reviewed articles and are not universally present on general open sites; they're often found on publisher sites, academic databases, or dedicated repositories, and some are paywalled or require institutional access. Because open access is about accessibility, not the content type, the statement that open websites typically include scholarly journals isn't accurate.

4. The root directory is the main list of \_\_\_\_.

A. Programs

**B. Files and folders on the drive**

C. Users

D. Data

The root directory is the top-level location in a file system that serves as the starting point for every file and folder on a drive. It provides the main list of items stored there, and from it you navigate to all other folders and files by building a path. In other words, it's the primary container that holds everything on the drive. For example, in Windows you access it as the top of a drive like C:\, while in Unix-like systems it's the single directory / at the very top. The items you see inside the root can be any combination of files and folders; it isn't limited to programs or users, and "data" is simply content that may live anywhere beneath the root.

5. To close a window in Windows 10, you can \_\_\_\_.

A. Right-click its button on the taskbar, then click Close window

B. Click the Close button in the upper-right corner of the window

C. Click the Close button in the window's thumbnail on the taskbar

**D. Click the Start button and click the program name or icon**

Closing a window in Windows 10 can be done in several common ways, not just one path. The most direct method is to click the Close button (the X) in the upper-right corner of the window. This sends the window a close signal and should shut it down immediately. Another reliable approach is to right-click the window's taskbar button and choose Close window from the context menu. This performs the same action as clicking the X, but from the taskbar itself. You can also close a window from its thumbnail previews on the taskbar: hover over the program's taskbar icon to reveal the thumbnail, then click the X on that thumbnail to close that specific window. This is handy when multiple windows of the same program are open. Keyboard shortcuts provide quick alternatives as well; pressing Alt+F4 closes the active window. Using the Start button and selecting the program name or icon generally launches or restores the program, or switches focus to it, rather than closing an already open window. So that path won't reliably close a window.

**6. Volatile memory is best described as:**

- A. Permanent memory
- B. Stores instructions waiting to be executed
- C. Network storage
- D. Temporary memory, loses all contents once the computer is shut off**

Volatile memory is memory that needs power to keep its contents. It holds data the processor is actively using, such as running programs and the data those programs work with, but all of it is lost as soon as power is removed. That makes it temporary storage, which is exactly what this option describes. In contrast, non-volatile memory retains information without power, and network storage refers to data kept elsewhere. Saying it stores instructions waiting to be executed is a description of how RAM can be used, but it doesn't capture the defining trait of volatility—losing data when the computer is shut off.

**7. Which Windows feature shows all open apps and lets you switch between them?**

- A. File Explorer
- B. Start Menu
- C. Settings
- D. Task View (Win+Tab) shows all open apps and lets you switch**

Task View is the Windows feature that shows all open apps and lets you switch between them. You can open it by pressing Win+Tab or by clicking the Task View button on the taskbar, and you'll see thumbnails of every running window. Click a thumbnail to switch to that app, and you can also manage multiple virtual desktops to organize your work. The other options serve different roles: File Explorer browses files, the Start Menu launches apps and shows pinned items, and Settings changes system preferences. For a quick, visual way to switch between open apps, Task View is the right choice.

**8. Natural language processing is a field of AI that primarily deals with what?**

- A. Analyzing weather data
- B. Generating music
- C. Understanding human languages**
- D. Recognizing faces

Natural language processing focuses on understanding human languages. It aims to help computers interpret, analyze, and generate language in ways humans can use—think translating text, figuring out sentiment, extracting meaning from sentences, recognizing spoken language, or turning speech into text and back. This is different from analyzing weather data, which is about meteorology and data analysis; generating music, which falls under music or audio generation; or recognizing faces, which is a computer vision task. So the best fit is the one that centers on human language and how machines can understand and work with it.

**9. Which statement about recycling electronic devices is true?**

- A. All of them**
- B. LCD monitor**
- C. Smartphone**
- D. Television**

Recycling electronic devices is about e-waste management, and all common consumer electronics can be recycled through proper programs. Each item listed—an LCD monitor, a smartphone, and a television—can be collected, disassembled, and processed to recover materials and prevent hazardous substances from harming the environment. These devices contain reusable metals and plastics, and some components require special handling because of batteries or hazardous materials, which is exactly why certified e-waste programs exist. Since every one of the listed devices can be recycled, the statement that all of them can be recycled is true. If you're recycling, remember to wipe data, and follow local guidelines about removing batteries or special disposal steps.

**10. What is a Button?**

- A. Icon that you click to execute commands you need to work with an app**
- B. A label used to describe a function**
- C. A type of input device**
- D. A software update**

A button is an interactive control in a software interface that you click or tap to perform an action. It exists to execute commands you want the app to carry out, like saving, deleting, or opening a menu. Buttons can appear as icons, text, or a combination, and they respond to user input such as a mouse click or a touch. They're not merely labels describing a function, which would be static text. They're not physical input devices like keyboards or mice, and they're not software updates. So the idea that best fits is an icon or control that you click to execute commands you need to work with an app.

## 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](mailto:hello@examzify.com).**

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

**<https://computerconceptsapps.examzify.com>**

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

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