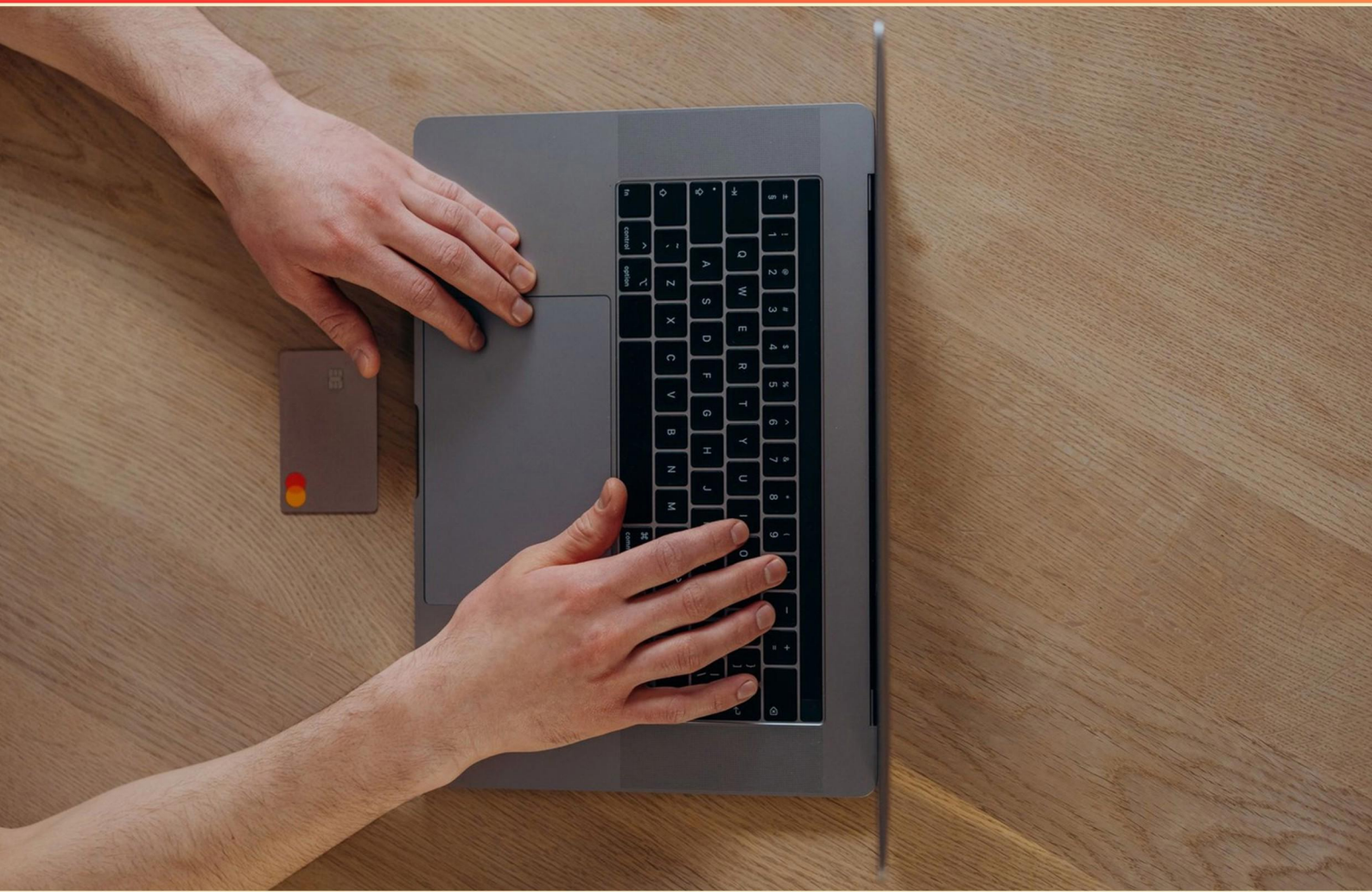


COMPUTER LITERACY PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://computerliteracy.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. Being aware of behavior and actions to prevent negative online experiences is known as what?**
 - A. Online Safety
 - B. Port
 - C. Scroll
 - D. Template
- 2. Which term would you use to describe a portable storage device that connects via USB?**
 - A. USB Flash Drive
 - B. File
 - C. Folder
 - D. Mouse
- 3. Which keyboard shortcut undoes the last action?**
 - A. Ctrl Z
 - B. Ctrl Y
 - C. Ctrl V
 - D. Ctrl X
- 4. Which sequence best represents a general troubleshooting process?**
 - A. Identify problem, document, test with plan, implement fix, verify, gather details, monitor, create hypothesis.
 - B. Gather details, identify problem, test with plan, implement fix, verify, document, monitor, create hypothesis.
 - C. Identify problem, gather details, create hypothesis, test with plan, implement fix, verify, document, monitor.
 - D. Implement fix, verify, identify problem, gather details, create hypothesis, test with plan, document.
- 5. Which software is used for creating and editing text documents?**
 - A. Microsoft Word
 - B. Excel
 - C. PowerPoint
 - D. Access

- 6. To print a document, which tab would you look under?**
- A. Home tab
 - B. Layout tab
 - C. Insert tab
 - D. File tab
- 7. Which tab would you select to start a new document or presentation?**
- A. Home tab
 - B. Layout tab
 - C. Insert tab
 - D. File tab
- 8. Which concept describes the standard formatting guidelines including margins, font, header, and Works Cited in MLA style?**
- A. MLA Format
 - B. APA Style
 - C. IEEE Style
 - D. Chicago Style
- 9. If a student makes many mistakes, which metric would typically be lower?**
- A. GWAM
 - B. NWPM
 - C. WPM
 - D. CPM
- 10. Which statement best describes the same-origin policy in web security?**
- A. How much bandwidth a page uses.
 - B. How documents loaded from one origin can interact with resources from another.
 - C. Which programming language a page uses.
 - D. How to install a browser.

Answers

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

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Explanations

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1. Being aware of behavior and actions to prevent negative online experiences is known as what?

A. Online Safety

B. Port

C. Scroll

D. Template

Online safety is about being aware of how you behave and what you do online to prevent negative experiences. It includes using strong passwords, adjusting privacy settings, recognizing phishing or scams, being careful with personal information, thinking before you post, and knowing how to report abuse. This proactive approach helps protect your own and others' online well-being and security. The other terms refer to unrelated ideas: a port is a network connection point, scrolling is simply moving through content, and a template is a preset format for documents or pages.

2. Which term would you use to describe a portable storage device that connects via USB?

A. USB Flash Drive

B. File

C. Folder

D. Mouse

A USB flash drive is a small, portable storage device that uses flash memory and plugs into a computer's USB port. It's designed for easy data transfer between devices and keeps data even when unplugged, making it ideal for carrying files with you. A file is a piece of data, not a hardware device. A folder is just a container used to organize files. A mouse is an input device used to control the cursor. So, the term that best describes a portable storage device that connects via USB is USB flash drive.

3. Which keyboard shortcut undoes the last action?

A. Ctrl Z

B. Ctrl Y

C. Ctrl V

D. Ctrl X

Undoing the last action is done with a keyboard shortcut that reverses your most recent change. The shortcut used for this is typically Ctrl+Z. Pressing it once will step back to the state before your last action, whether you typed something, deleted text, or moved something on the screen. Some programs offer a redo option to re-apply the change, often with Ctrl+Y or Ctrl+Shift+Z, depending on the software. The other shortcuts perform different tasks: Ctrl+V pastes content you've copied or cut, and Ctrl+X cuts the selected content. So Ctrl+Z is the standard way to undo because it immediately reverses the latest action.

4. Which sequence best represents a general troubleshooting process?

- A. Identify problem, document, test with plan, implement fix, verify, gather details, monitor, create hypothesis.
- B. Gather details, identify problem, test with plan, implement fix, verify, document, monitor, create hypothesis.
- C. Identify problem, gather details, create hypothesis, test with plan, implement fix, verify, document, monitor.**
- D. Implement fix, verify, identify problem, gather details, create hypothesis, test with plan, document.

A solid troubleshooting process starts by clearly identifying the problem and gathering relevant details to understand what's happening. Once you have a good picture of the issue, you form a hypothesis about the likely cause based on the information you collected. Then you test that hypothesis with a planned set of steps to see whether your assumption holds. If the tests support the hypothesis, you implement the fix and then verify that the problem is resolved. Finally, you document what you did and observed, and you monitor the system to ensure the issue doesn't recur. This order emphasizes understanding before acting, validating before changing, and keeping a record for future reference. The other sequences tend to jump ahead—fixing or testing without a clear problem statement or hypothesis, or skipping documentation and monitoring—which can lead to incomplete or repetitive troubleshooting.

5. Which software is used for creating and editing text documents?

- A. Microsoft Word**
- B. Excel
- C. PowerPoint
- D. Access

Writing and formatting text efficiently is done with a word processor, software focused on creating and editing written documents. Microsoft Word is the quintessential example of a word processor, designed to help you compose, edit, format, and finalize text documents. It supports spell check, grammar check, various fonts and styles, headings, lists, tables, images, and page layout controls, plus features for collaboration and reviewing like track changes and comments. That emphasis on text-centric editing is what makes it the best fit for creating and editing text documents. In contrast, programs designed for other tasks center on different kinds of content: a spreadsheet tool handles numerical data and calculations in a grid; a presentation tool creates slides for visual talks; and a database tool stores, organizes, and queries structured data. These do not provide the same writing-specific features or workflow, which is why they aren't used for editing text documents.

6. To print a document, which tab would you look under?

- A. Home tab**
- B. Layout tab
- C. Insert tab
- D. File tab

Printing a document is treated as a file-related action, so the command to print is typically found under the File tab. The File tab opens the Backstage view (or equivalent) where you manage the document—opening, saving, printing, and adjusting print settings—keeping printing separate from everyday editing and formatting tasks. The Home tab is where you find common editing and formatting tools, Layout handles page setup, and Insert adds elements to your document. Because printing is part of managing the file, you look under the File tab to print.

7. Which tab would you select to start a new document or presentation?

- A. Home tab
- B. Layout tab
- C. Insert tab
- D. File tab**

Starting a new document or presentation is a file-management action. The tab that hosts commands for creating, opening, saving, and printing files is the one you want, because starting fresh is about initiating a new file. In most programs, this is the File tab, which opens a backstage view with the New option to start a blank document or a template. The other tabs focus on editing or formatting the content you already have—Home handles basic editing tools, Layout deals with page setup, and Insert adds elements into existing content. So the File tab is the right place to start a new document or presentation.

8. Which concept describes the standard formatting guidelines including margins, font, header, and Works Cited in MLA style?

- A. MLA Format**
- B. APA Style
- C. IEEE Style
- D. Chicago Style

MLA Format describes the standard layout and formatting rules used for MLA style papers, including margins, font, header, and Works Cited. In MLA, you typically set 1-inch margins on all sides, use a readable font like Times New Roman in 12-point size, and double-space the text. A header appears on every page with your last name and the page number aligned to the top-right. At the end of the paper, you include a Works Cited page that lists all sources in MLA format. These specific elements—1-inch margins, a standard font, a header with your name and page number, and the Works Cited page—are distinctive to MLA, which is why the concept described by the option naming MLA Format is the best fit. Other styles have different guidelines—for example, APA uses a References list and author-year in-text citations, IEEE uses numbered references, and Chicago offers Notes and Bibliography or Author-Date formats—so their names reflect those differing rules.

9. If a student makes many mistakes, which metric would typically be lower?

- A. GWAM
- B. NWPM**
- C. WPM
- D. CPM

Net Words Per Minute measures how many correctly typed words you produce each minute after penalties for mistakes are subtracted. When a student makes many mistakes, those penalties reduce the number of usable, correct words counted, so NWPM drops. Gross WPM shows speed without factoring in accuracy, so it can stay high even if many errors are made. CPM can reflect all keystrokes or only correct ones depending on the definition, so its value isn't as directly tied to mistakes as NWPM. In short, NWPM is lowered by errors because it explicitly accounts for accuracy in the final speed.

10. Which statement best describes the same-origin policy in web security?

- A. How much bandwidth a page uses.
- B. How documents loaded from one origin can interact with resources from another.**
- C. Which programming language a page uses.
- D. How to install a browser.

The same-origin policy controls how a document loaded from one origin can interact with resources from another origin. An origin is defined by the combination of protocol, host, and port. The policy blocks scripts on a page from reading or altering the content of a different-origin document or accessing its data (like cookies or localStorage) unless the other origin explicitly allows it. This protection is what keeps sites from secretly reading each other's data or tampering with each other's content. In practice, you can still fetch data from other origins with mechanisms like CORS, where the server opt-in via headers, or communicate safely using messaging like postMessage. Also, you can embed resources from another origin, but interaction is restricted unless permitted. The other statements don't fit because they describe bandwidth, the programming language used, or installing a browser, none of which describe cross-origin interaction policies.

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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://computerliteracy.examzify.com>

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

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