

COMPUTER PROFICIENCY PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. ARPA is an infrastructure TLD. What does ARPA stand for?

- A. Address and Routing Parameter Area
- B. Advanced Routing Parameter Area
- C. Addressable Resource Parameter Area
- D. Administrative Routing Policy Area

2. What is the primary purpose of a firewall?

- A. To manage printer sharing across a network.
- B. To monitor email content for spam.
- C. To filter network traffic and block unauthorized access to a system or network.
- D. To optimize wireless signal strength.

3. Campus-Area Network (CAN) is defined as?

- A. Home-Area Network
- B. Campus-Area Network. The Computers Are Within A Limited Geographic Area, Such As A Campus Or Military Base
- C. Personal-Area Network
- D. Metropolitan-Area Network

4. What is the purpose of a DNS cache on a client?

- A. It stores DNS server credentials.
- B. It caches recent domain-to-IP mappings to speed up lookups.
- C. It blocks access to untrusted domains.
- D. It controls email routing.

5. Which is a Network Type?

- A. Local-Area Networks (LANs)
- B. Personal-Area Networks (PANs)
- C. Campus-Area Networks (CANs)
- D. Metropolitan-Area Networks (MANs)

6. Which keyboard shortcut creates a new document?

- A. Ctrl + N
- B. Ctrl + Z
- C. Ctrl + P
- D. Ctrl + X

7. Which option is NOT listed as an interface type?

- A. User interface
- B. Software interface
- C. Network interface
- D. Hardware interface

8. Inside a character class, what does the caret symbol typically indicate?

- A. It negates the class.
- B. It anchors the start of the string.
- C. It is a literal character in the class.
- D. It anchors the end of the string.

9. What is the primary purpose of a VPN?

- A. To create an encrypted tunnel for data over a public network to protect privacy and data integrity
- B. To physically isolate devices on a private network
- C. To accelerate all network traffic by caching data
- D. To replace a firewall

10. Which of the following is an example of system software?

- A. Word Processor
- B. Spreadsheet
- C. Game
- D. Operating System (OS)

Answers

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

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Explanations

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1. ARPA is an infrastructure TLD. What does ARPA stand for?

- A. Address and Routing Parameter Area
- B. Advanced Routing Parameter Area
- C. Addressable Resource Parameter Area
- D. Administrative Routing Policy Area

In the DNS infrastructure, ARPA is used for technical infrastructure tasks and its name expands to Address and Routing Parameter Area. This domain is reserved for purposes like reverse DNS, not for ordinary hostnames. The expansion "Address and Routing Parameter Area" is the official meaning tied to the arpa top-level domain, which is why it's the best answer. The other options don't match the established wording used for this infrastructure domain (for example, ARPANET's original name referred to the Advanced Research Projects Agency, not a DNS expansion).

2. What is the primary purpose of a firewall?

- A. To manage printer sharing across a network.
- B. To monitor email content for spam.
- C. To filter network traffic and block unauthorized access to a system or network.
- D. To optimize wireless signal strength.

The main idea being tested is how a firewall acts as a gatekeeper for a network by controlling what traffic is allowed to pass through. A firewall sits at the boundary between trusted and untrusted networks and uses rules to inspect data packets, deciding which ones to permit and which to block. Its goal is to prevent unauthorized access to systems or networks while still letting legitimate communications happen, and it can be hardware or software-based, applying policies on ports, protocols, IP addresses, or connection states. This protective role helps defend against external intrusions, surveillance, and various kinds of network abuse, and it can also log activity for later review. The other options describe different IT tasks—printer sharing, email spam filtering, and wireless signal optimization—not the security-focused filtering and access control that a firewall provides.

3. Campus-Area Network (CAN) is defined as?

- A. Home-Area Network
- B. Campus-Area Network. The Computers Are Within A Limited Geographic Area, Such As A Campus Or Military Base
- C. Personal-Area Network
- D. Metropolitan-Area Network

Geographic scope distinguishes common network types. A Campus-Area Network is meant to interconnect several local networks within a limited area, such as a university campus, corporate campus, or military base. It provides high-speed communication and shared services across multiple buildings, acting as the backbone that links various campus LANs. This makes it larger than a single building LAN but smaller than a Metropolitan Area Network that spans a city. The description "within a limited geographic area, such as a campus or military base" precisely captures this idea, which is why it's the best fit. In contrast, a Home-Area Network is confined to a residence, a Personal-Area Network covers devices close to a person, and a Metropolitan-Area Network covers a broader, city-wide area.

4. What is the purpose of a DNS cache on a client?

- A. It stores DNS server credentials.
- B. It caches recent domain-to-IP mappings to speed up lookups.**
- C. It blocks access to untrusted domains.
- D. It controls email routing.

The function of a DNS cache on a client is to store recent domain-name to IP-address mappings locally so lookups can be resolved quickly without repeatedly contacting a DNS server. When you visit a site, your device resolves the domain to an IP address; if that address is already in the cache and still valid (not expired by its TTL), the system can use it right away, which speeds up the connection and reduces network traffic. Each cached entry has a time-to-live, after which it expires and must be looked up again to ensure the address is still correct. The cache may also store negative results (domains that don't exist) to avoid repeated failed lookups, which is another efficiency aid. This purpose is different from storing credentials, blocking untrusted domains, or directing email routing.

5. Which is a Network Type?

- A. Local-Area Networks (LANs)
- B. Personal-Area Networks (PANs)
- C. Campus-Area Networks (CANs)**
- D. Metropolitan-Area Networks (MANs)

Network types are categorized by geographic scope, from small to large. A Campus-Area Network specifically connects multiple buildings within a campus—like a university or corporate campus—using high-capacity links and shared infrastructure to act as one campus-wide network. This places CANs between a single LAN (which stays within one location) and broader scope options like MANs (city-wide) or WANs (country or global). Because the question targets the term that denotes a campus-scale network, this category best fits that description, making it the correct choice.

6. Which keyboard shortcut creates a new document?

- A. Ctrl + N**
- B. Ctrl + Z
- C. Ctrl + P
- D. Ctrl + X

In many programs, starting a fresh document uses a shortcut that signals the action "New." The combination Ctrl + N is the standard key sequence for this, with the N hinting at New. Pressing it tells the program to open a blank, new document so you can start writing or editing from scratch. This shortcut is widely used across word processors, spreadsheets, and editors because it quickly gives you a clean slate without navigating menus. Other common shortcuts perform different tasks: Ctrl + Z is for undoing the last action, Ctrl + P opens the print dialog, and Ctrl + X cuts the selected text or item.

7. Which option is NOT listed as an interface type?

- A. User interface
- B. Software interface
- C. Network interface**
- D. Hardware interface

Think about what an interface type is meant to describe: who or what uses the interface. A user interface is how a person interacts with the system, guiding inputs and outputs for human use. A software interface describes how software components talk to each other or how services expose functions to be used by other software—think APIs and data formats. A hardware interface covers the physical and electrical connection points between components, like ports and connectors that enable devices to communicate. A network interface, while essential for connecting to a network, is best understood as a hardware capability that provides network access. It isn't typically listed as its own separate interface type because it's primarily about connectivity realized through hardware, rather than a distinct category of interaction or software-to-software communication. That's why it isn't considered a separate interface type in common classifications.

8. Inside a character class, what does the caret symbol typically indicate?

- A. It negates the class.**
- B. It anchors the start of the string.
- C. It is a literal character in the class.
- D. It anchors the end of the string.

Inside a character class, the caret symbol placed at the very start acts as a negation operator. It inverts the set, so the engine matches any character not listed inside the brackets. For example, `[^aeiou]` matches any character that is not a vowel. If the caret isn't at the start, it's treated as a literal character you want to include in the set, so `[a^z]` would match 'a', '^', or 'z'. Anchors like the start or end of the string apply outside of character classes, not inside them, where you're specifying which characters to allow rather than positions in the string.

9. What is the primary purpose of a VPN?

- A. To create an encrypted tunnel for data over a public network to protect privacy and data integrity**
- B. To physically isolate devices on a private network
- C. To accelerate all network traffic by caching data
- D. To replace a firewall

Creating an encrypted tunnel for data over a public network to protect privacy and data integrity is what a VPN primarily does. It wraps your internet traffic in encryption and routes it through a secure server so that eavesdroppers on public networks can't read or modify what you send. It also helps conceal your IP address, boosting privacy when using the open internet. This is fundamentally different from physically isolating devices on a private network, which focuses on separating devices rather than securing data in transit. It's not about speeding up traffic through caching, and it doesn't replace a firewall, which enforces security rules at the network boundary. The encrypted tunnel approach is the best description of a VPN's main purpose.

10. Which of the following is an example of system software?

- A. Word Processor
- B. Spreadsheet
- C. Game
- D. Operating System (OS)**

System software coordinates and controls the computer's hardware and provides services for other software. An operating system is the core layer that manages memory, schedules tasks, handles input/output, and gives users an interface, all while sitting between hardware and application programs. This makes it the platform that enables other software to run. The items listed are all types of application software, designed to help you perform specific tasks like creating documents, analyzing data, or playing games, and they rely on the OS to operate. Because of that, the operating system is the example of system software.

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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://computerproficiency.examzify.com>

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

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