

Digital Information Technology (DIT) Practice Exam (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. What term describes a sequence of cells arranged horizontally in a worksheet?**
 - A. Column**
 - B. Range**
 - C. Row**
 - D. Field**

- 2. What is the process of replaying media to monitor quality called?**
 - A. Playback**
 - B. Print Layout**
 - C. Slide**
 - D. Presentation**

- 3. Which function calculates the average of cells that meet specified criteria?**
 - A. Average**
 - B. Bar Chart**
 - C. AverageIf**
 - D. Cell**

- 4. Which Excel feature allows all information above or to the left of a specified point to be kept in place during scrolling?**
 - A. Split**
 - B. Lock Cells**
 - C. Scroll Lock**
 - D. Freeze Pane**

- 5. What is the path that a specified object will follow in an animation?**
 - A. Numbered List**
 - B. Motion Path**
 - C. Fill Effect**
 - D. Gradient**

- 6. Which term is described as a design applied to an entire document?**
- A. Theme**
 - B. Block**
 - C. Transition**
 - D. Browser**
- 7. Which feature lets you filter, sort, and manage data in a structured grid?**
- A. Ribbon**
 - B. Sparkline**
 - C. Table**
 - D. Subtotal**
- 8. Which term describes the collection of pages, posts, and content published on the World Wide Web?**
- A. Site**
 - B. Slug**
 - C. URL**
 - D. Tag**
- 9. Which option is the free, open-source software system for publishing content on the World Wide Web?**
- A. Widget**
 - B. WordPress.com**
 - C. WooCommerce**
 - D. WordPress**
- 10. Which Excel tool lets you view a document as it would appear when printed?**
- A. Zoom**
 - B. Print Preview**
 - C. Print Center**
 - D. Page Break Preview**

Answers

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

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Explanations

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1. What term describes a sequence of cells arranged horizontally in a worksheet?

- A. Column**
- B. Range**
- C. Row**
- D. Field**

That horizontal sequence of cells is a row. In a worksheet, rows run left to right across the grid and are identified by numbers along the left side, with each cell in the row sharing that same row number while having different column letters. A column, in contrast, runs top to bottom and is labeled by letters. A range is any block of cells you select, which can span multiple rows and columns. A field is a single data attribute in a table, not a layout unit in the grid. So the horizontal sequence of cells described is a row.

2. What is the process of replaying media to monitor quality called?

- A. Playback**
- B. Print Layout**
- C. Slide**
- D. Presentation**

Playback is the act of reproducing audio or video to check how it performs and looks, so you can assess quality aspects like smoothness, synchronization, color, and artifacts. In media QA or testing, playback specifically describes re-watching or re-listening to ensure the content renders correctly, which is why it's the best fit here. The other terms refer to different tasks: print layout is about arranging content for printing, a slide is a single screen in a presentation, and presentation is the overall deck or act of presenting—none of these capture the action of reproducing media to verify quality.

3. Which function calculates the average of cells that meet specified criteria?

- A. Average**
- B. Bar Chart**
- C. AverageIf**
- D. Cell**

Calculating the average of values that meet certain conditions uses a function designed for conditional averaging. This function takes the range to check against a criterion, the criterion itself, and optionally a separate range to average. If you don't specify a separate average range, it averages the values in the same range that meet the criterion. This is exactly what you need when you want the mean only for rows that satisfy a given condition. The simple average would include all values in a range, ignoring any criteria. A bar chart is a visual representation, not a calculation. A cell is just a single data reference, not a calculation across multiple values.

4. Which Excel feature allows all information above or to the left of a specified point to be kept in place during scrolling?

- A. Split**
- B. Lock Cells**
- C. Scroll Lock**
- D. Freeze Pane**

Maintaining visibility of headers or labels while you scroll through a large worksheet is achieved by freezing panes. Freeze Panes locks the rows above and the columns to the left of a chosen cell so those areas stay on screen as you move around the sheet. For example, selecting a cell like B2 and applying Freeze Panes keeps the first row and first column visible while everything below and to the right can be scrolled through. Split creates independent scrolling areas within the same window, which isn't the same as keeping specific rows or columns fixed. Lock Cells is a protection feature, not a scrolling behavior. Scroll Lock is a keyboard setting that affects how the arrow keys move around the sheet, not how the worksheet is displayed while scrolling. The freezing panes feature directly addresses keeping information above or to the left in view.

5. What is the path that a specified object will follow in an animation?

- A. Numbered List**
- B. Motion Path**
- C. Fill Effect**
- D. Gradient**

Motion paths define the trajectory an object follows in an animation. They specify the route the object travels—straight, curved, or a custom shape—and the software interpolates its position along that path over time, often with timing and easing adjustments to control speed and acceleration. This focuses on movement itself, not appearance. The other options affect how something looks or is organized rather than how it moves: a fill effect changes interior color or pattern, a gradient creates color variation across a surface, and a numbered list is just a way to organize items. So the path an object follows in an animation is defined by the motion path.

6. Which term is described as a design applied to an entire document?

- A. Theme**
- B. Block**
- C. Transition**
- D. Browser**

A theme defines a coordinated design that applies to the whole document, pulling together colors, fonts, and effects so headings, body text, tables, and other elements share a consistent look. This makes it quick to change the document's overall appearance by selecting a different theme—the styling updates across the entire document automatically, rather than you editing each element individually. The other options refer to things not about a document-wide design: a block is a section of content, a transition is an animation between slides, and a browser is software for viewing web pages. So a theme is the term that fits the description.

7. Which feature lets you filter, sort, and manage data in a structured grid?

- A. Ribbon**
- B. Sparkline**
- C. Table**
- D. Subtotal**

Tables organize data in a grid with headers and give you built-in tools for filtering and sorting. With a table, you can drop-down on each header to filter rows by specific values, sort the data by any column, and manage the dataset consistently—adding or removing rows, applying formatting, and creating calculated columns that apply across the whole grid. That combination of a structured layout plus accessible filtering and sorting is what makes a table the best fit for filtering, sorting, and managing data in a structured grid. The Ribbon is the toolbar that houses commands, not the data container; sparklines are tiny charts within cells, and subtotals are summary calculations—neither provides the full grid-wide data management capabilities of a table.

8. Which term describes the collection of pages, posts, and content published on the World Wide Web?

- A. Site**
- B. Slug**
- C. URL**
- D. Tag**

A site is the collection of pages and content published on the World Wide Web under a single domain. It represents the organized group of related pages—like the homepage, posts, images, and other resources—that users navigate as one unit. A slug is just a portion of a URL that identifies a specific page, not the whole collection. A URL is the full address used to locate a resource, not the entire set of pages. A tag is a label used to categorize content, not the container for all pages. So the best term for the whole published collection is a site.

9. Which option is the free, open-source software system for publishing content on the World Wide Web?

- A. Widget**
- B. WordPress.com**
- C. WooCommerce**
- D. WordPress**

Publishing content on the web with a system you can freely use, inspect, and modify points to a flexible content management solution. WordPress is exactly that: free, open-source software released under the GPL, designed to publish and manage content on websites. You can download it, install it on your own server, customize how pages look and behave with themes and plugins, and even contribute to its development. WordPress.com, by contrast, is a hosted service that lets you publish without handling the underlying software yourself, so it isn't the open-source software itself. WooCommerce is a plugin that adds e-commerce features to WordPress, not a standalone publishing system. A term like Widget isn't the name of a full publishing platform. So the free, open-source software system for publishing content on the World Wide Web is WordPress.

10. Which Excel tool lets you view a document as it would appear when printed?

A. Zoom

B. Print Preview

C. Print Center

D. Page Break Preview

Viewing how a worksheet will print is done with **Print Preview**. It renders the document exactly as it will appear on paper, showing page boundaries, margins, headers and footers, and how content is scaled to fit on pages. This lets you spot issues like content that would be cut off or margins that are too small and adjust before printing or saving as PDF. **Zoom** changes only the on-screen magnification, not the printed layout. **Page Break Preview** shows where pages will break when printed, which helps you reposition content to avoid awkward splits, but it doesn't display the final printed appearance.

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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://digitalinfotech.examzify.com>

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

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