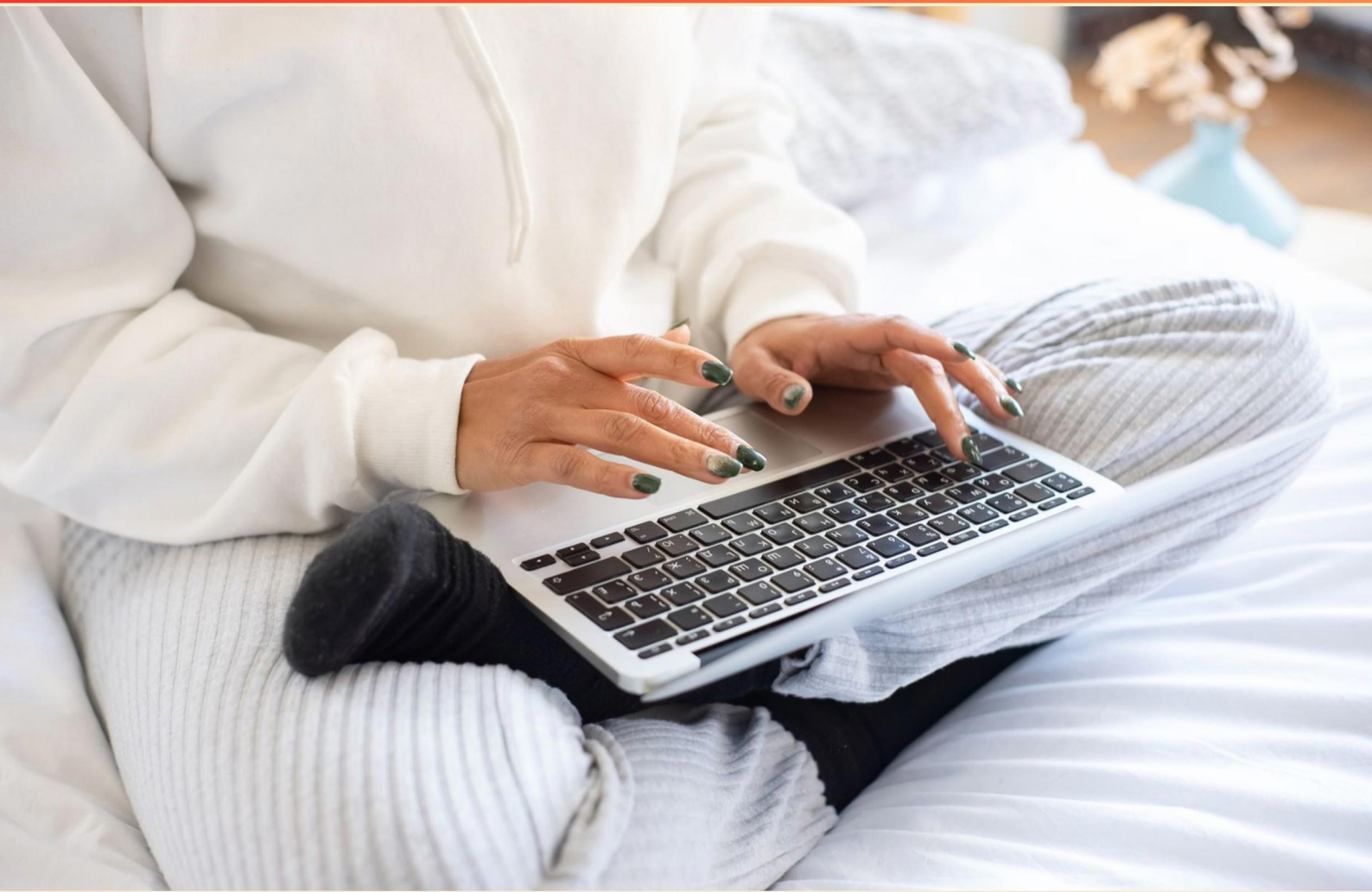


DIGITAL INFORMATION TECHNOLOGY (DIT) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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

<https://digitalinfotech.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	15

SAMPLE

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

SAMPLE

- 1. A type of row in an Excel table used to automatically process the columns and rows of a table in a number of formulas including SUM.**
 - A. Header Row
 - B. Footer Row
 - C. Total Row
 - D. Summation Row
- 2. Which Excel view option splits the display area into multiple panes?**
 - A. Freeze Panes
 - B. New Window
 - C. Split
 - D. View Side by Side
- 3. Data found inside an Excel table that is considered repetitive.**
 - A. Copy Area
 - B. Duplicate Records
 - C. Export
 - D. Chart
- 4. Which element provides the grid lines that help distinguish cells on a worksheet?**
 - A. Legend
 - B. Axis Titles
 - C. Gridlines
 - D. Data Labels
- 5. Which term is the wording on a chart or diagram explaining the symbols used?**
 - A. Gradient
 - B. Motion Path
 - C. Legend
 - D. Footer

- 6. Which chart element provides reference points to the user inside of a chart?**
- A. Gridlines
 - B. Legend
 - C. Data Labels
 - D. Axis Titles
- 7. Which Excel function returns the total number of cells in a given range?**
- A. CountIf
 - B. Chart
 - C. Count
 - D. Delimiter
- 8. Which term describes a modular content block that can be placed in various areas of a site to present information?**
- A. Widget
 - B. Plugin
 - C. Theme
 - D. Module
- 9. The primary document used in Excel consisting of cells which are used to store and work with data.**
- A. Table
 - B. Worksheet
 - C. Workbook
 - D. Spreadsheet
- 10. Which view lets you see where page breaks will occur before printing?**
- A. Page Layout
 - B. Print Preview
 - C. Page Break Preview
 - D. Normal View

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. A type of row in an Excel table used to automatically process the columns and rows of a table in a number of formulas including SUM.

- A. Header Row
- B. Footer Row
- C. Total Row
- D. Summation Row

The concept here is recognizing the built-in aggregation row in an Excel table—the Total Row. This special row sits at the bottom of a table and is designed to automatically summarize the data in each column, using functions like SUM for numeric columns, as well as options like AVERAGE, COUNT, MIN, MAX, and more. You enable it through the Table Design tab by turning on the Total Row; once active, each column in that row can show a total or other calculation via a dropdown, and the totals update automatically as you add or modify data. This behavior—automatic, column-specific aggregation across the table, including sums—is what makes the Total Row the best fit. The header row is just for labels, there's no standard footer row in Excel Tables, and the term Summation Row isn't used.

2. Which Excel view option splits the display area into multiple panes?

- A. Freeze Panes
- B. New Window
- C. Split
- D. View Side by Side

The ability to view different parts of a worksheet at once by dividing the screen into independent panes is being tested. The Split option creates horizontal and/or vertical split bars within the current window, so you can scroll each pane separately and keep specific rows or columns in view while you work in another area. This is handy for comparing data in distant parts of a sheet or keeping headers visible as you navigate. Freeze Panes, by contrast, locks certain rows or columns so they stay visible while you scroll, but it doesn't create multiple independent panes in the same window. New Window opens a separate window for the same workbook, allowing you to arrange windows side by side, which is not the same as splitting a single window. View Side by Side arranges two windows for comparison but again involves separate windows rather than splitting one window into panes.

3. Data found inside an Excel table that is considered repetitive.

- A. Copy Area
- B. Duplicate Records
- C. Export
- D. Chart

Recognizing duplicate records is about spotting entries in a table that repeat the same information. When an Excel table contains the same combination of values in one or more columns, you end up with duplicates—two or more rows that look identical or share the same key fields. This repetition is what we mean by duplicate records. Duplicates can arise from copy-paste, merging datasets, or imports, and they can skew counts, sums, and other analyses, so cleaning them up improves data quality. In Excel you can highlight duplicates with conditional formatting and remove them with the Remove Duplicates tool. If you only want unique entries, you can use the UNIQUE function (Excel 365+) or other filtering methods. The other terms—an area copied, exporting data, or charts—don't describe repetitive data within the table: a chart is a visual representation, not the repetition of data, exporting moves data out of the workbook, and a copy area isn't a standard concept describing repetitive data.

4. Which element provides the grid lines that help distinguish cells on a worksheet?

- A. Legend
- B. Axis Titles
- C. Gridlines**
- D. Data Labels

Gridlines are the faint lines that form the grid of a worksheet, marking the boundaries between cells. These lines make it easy to see where one cell ends and another begins, helping you read data accurately and select or align cells precisely. The other features mentioned serve purposes in charts rather than the worksheet grid: a legend explains chart series, axis titles label the axes, and data labels show exact values on data points. So the gridlines are what define the distinct, readable cell structure on a worksheet.

5. Which term is the wording on a chart or diagram explaining the symbols used?

- A. Gradient
- B. Motion Path
- C. Legend**
- D. Footer

The wording that explains what the symbols on a chart mean is called the legend. It serves as a key, listing each symbol, color, or line style used and what data or category it represents. This helps readers interpret the chart accurately rather than guessing. Without a legend, the symbols would be ambiguous. Gradient relates to color shading, motion path refers to the route of movement in animations, and a footer is the bottom part of a page, none of which describe the symbols' meanings.

6. Which chart element provides reference points to the user inside of a chart?

- A. Gridlines**
- B. Legend
- C. Data Labels
- D. Axis Titles

Gridlines create a visual reference grid inside the plotting area by extending across the chart and aligning with the axis tick marks. This makes it easy to judge where a data point falls relative to the axis values, so you can estimate exact values and compare data points quickly. The other elements serve different roles: a legend identifies which data series is shown, but it doesn't provide a measurement grid; data labels display the exact numbers at points, offering precision but not a reference framework; axis titles describe what each axis measures, not the internal reference lines.

7. Which Excel function returns the total number of cells in a given range?

- A. CountIf
- B. Chart
- C. Count**
- D. Delimiter

Counting items in a range in Excel is done with a function that tallies entries within that block. The Count function is designed to count the number of cells that contain numeric values within a given range. This makes it the best choice among the options for a counting task over a range, because the other options either apply to different purposes or are not functions: CountIf counts cells that meet a condition, Chart is not a function, and Delimiter is not a function. Keep in mind that Count ignores blanks and text, counting only numbers. If you truly need the total number of cells in the range regardless of content, you'd calculate it as the number of rows times the number of columns ($ROWS(range) \times COLUMNS(range)$), or use COUNTA to count non-empty cells.

8. Which term describes a modular content block that can be placed in various areas of a site to present information?

- A. Widget**
- B. Plugin
- C. Theme
- D. Module

A widget is a modular content block that you can place in different areas of a site to present information. Widgets are self-contained UI elements you can configure and reuse across multiple spots like sidebars, footers, or within content areas, making it easy to display things such as a search box, recent posts, weather, or a calendar in various locations. This ability to be dropped into multiple sections with its own settings is what makes a widget the right term. A plugin adds functionality to the site but isn't specifically a front-end block placed in various areas. A theme controls appearance and layout, not these reusable content blocks. A module is a generic term for a component in some systems and isn't as universally used to describe interchangeable on-page blocks.

9. The primary document used in Excel consisting of cells which are used to store and work with data.

- A. Table
- B. Worksheet**
- C. Workbook
- D. Spreadsheet

The worksheet is the workspace where data lives. It's the single page in Excel that is a grid of rows and columns, with each intersection forming a cell that can store text, numbers, or formulas. A workbook is the entire Excel file you save, which can contain multiple worksheets. While a table refers to a structured range within a worksheet and spreadsheet is a general term for this kind of document, the specific document composed of the cells you work with is the worksheet.

10. Which view lets you see where page breaks will occur before printing?

- A. Page Layout
- B. Print Preview
- C. Page Break Preview**
- D. Normal View

The idea is pagination control—seeing exactly where printed pages will start and end so you can adjust before printing. In Page Break Preview, the document is displayed with page boundaries clearly shown (the lines that mark where one printed page ends and the next begins). This lets you move those boundaries by dragging, insert or remove page breaks, and ensure content is grouped the way you want across pages. It's the view designed specifically for managing how content splits across pages. In contrast, Print Preview shows how the final print will look but isn't as interactive for changing where pages break. Normal View is the standard editing view without page boundaries, and Page Layout focuses on overall printed layout but not the precise, adjustable page-break boundaries.

SAMPLE

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!

SAMPLE