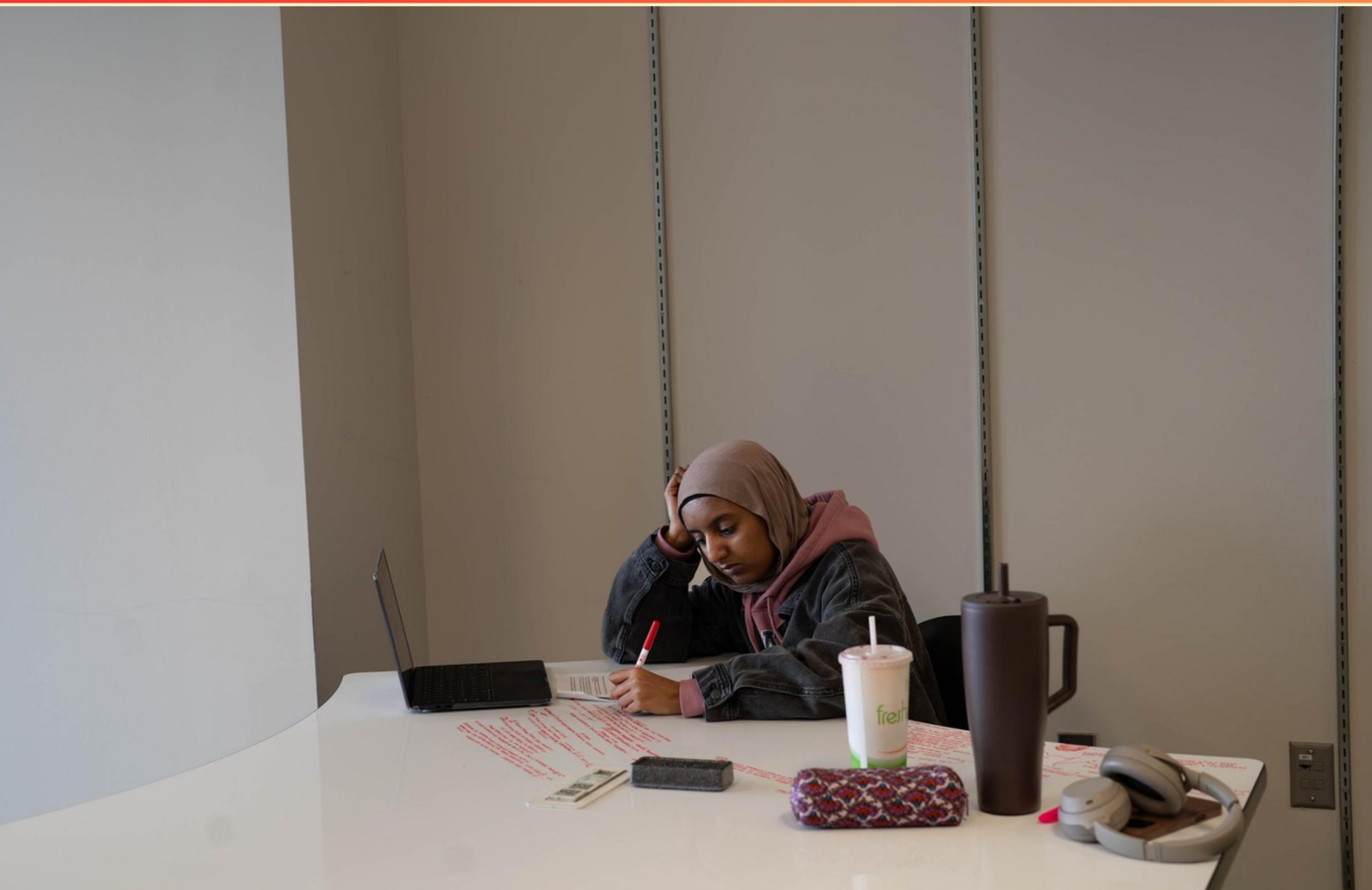


SIMNET EXAM 1 PRACTICE (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://simnet1.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. Which option ensures the range is treated as having headers when converting to a table?**
 - A. My table has headers unchecked
 - B. Headers are created automatically
 - C. My table has headers is selected
 - D. Headers are not used when converting to a table
- 2. When wrapping text around an image in Word, which wrap option achieves a tight wrap?**
 - A. Square
 - B. Tight
 - C. Behind Text
 - D. In Line with Text
- 3. Which path shows the correct location to set the print area for the selected cells?**
 - A. Page Layout > Print Area > Clear Print Area.
 - B. Back, Page Layout, Print Area, Set Print Area.
 - C. Page Layout > Page Setup Group > Print Area > Set Print Area.
 - D. Page Layout > Print Area > Set Print Area.
- 4. Which sequence correctly inserts a chart into a slide?**
 - A. Insert tab -> Chart -> select chart type.
 - B. Home tab -> Chart -> Insert.
 - C. Design tab -> Chart -> Insert.
 - D. Review tab -> Chart -> Create.
- 5. On which tab do you find the option to insert a hyperlink?**
 - A. Design tab
 - B. Insert tab
 - C. Review tab
 - D. Slide Show tab

6. How do you print PowerPoint slides with notes?

- A. File -> Print -> Print What: Slides
- B. File -> Print -> Print What: Notes Pages
- C. Design tab -> Format Background
- D. Slide Show tab -> Rehearse Timings

7. Which command clears the print area?

- A. Page Layout, Print Area, Clear Print Area.
- B. View, Page Break Preview, Clear Print Area.
- C. Page Layout, Page Setup, Clear Print Area.
- D. File, Print, Clear Print Area.

8. How do you freeze the top row in Excel?

- A. View tab -> Freeze Panes -> Freeze Top Row
- B. Review tab -> Freeze Panes -> Freeze First Row
- C. View tab -> Freeze Panes -> Freeze Top Columns
- D. Data tab -> Freeze Panes -> Freeze Top Row

9. In older Word versions, which tab is labeled Page Layout and contains margins options?

- A. Page Layout
- B. Layout
- C. Home
- D. View

10. How do you insert a new slide with a specific layout in PowerPoint?

- A. Home tab -> New Slide -> choose the layout.
- B. Insert tab -> New Slide?
- C. Design tab -> Slide Layout.
- D. Review tab -> New Slide.

Answers

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

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Explanations

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1. Which option ensures the range is treated as having headers when converting to a table?

- A. My table has headers unchecked
- B. Headers are created automatically
- C. My table has headers is selected**
- D. Headers are not used when converting to a table

When turning a range into a table, telling the program that the first row contains headers ensures those values become the column names rather than data. This is done by selecting the option that says "My table has headers." With this chosen, the first row is treated as the header row, and the remaining rows are the actual data. That setup enables proper column labeling, filtering, and referencing by name. If you don't select that option, the tool assumes there are no headers, and it will generate generic column names (like Column1, Column2) while treating the first row as data. So the option that marks the presence of headers is the correct choice.

2. When wrapping text around an image in Word, which wrap option achieves a tight wrap?

- A. Square
- B. Tight**
- C. Behind Text
- D. In Line with Text

Understanding text wrapping around a graphic in Word helps you control how text flows with images. Tight wrap is the option that makes text hug the actual edges of the image, not a rectangular boundary. It wraps closely around the image's contours, giving a seamless, integrated look—great for photos with irregular shapes or non-rectangular edges. Other options set up different boundaries: Square creates a rectangular buffer around the image, Behind Text places the image behind the text so the text can flow over it, and In Line with Text treats the image as part of the line with no wrap at all. So for a close-fitting wrap around the image, use the Tight option.

3. Which path shows the correct location to set the print area for the selected cells?

- A. Page Layout > Print Area > Clear Print Area.
- B. Back, Page Layout, Print Area, Set Print Area.
- C. Page Layout > Page Setup Group > Print Area > Set Print Area.
- D. Page Layout > Print Area > Set Print Area.**

In Excel, the print area defines which cells will be printed. To set it, first select the cells you want, then go to the Page Layout tab and use the Print Area option to Set Print Area. This places your current selection as the area to print, so only those cells will appear on the sheet when you print. The path shown—Page Layout, then Print Area, then Set Print Area—is the correct location for this command. Other options involve clearing an existing print area, or point to a different group location, which aren't about setting the print area.

4. Which sequence correctly inserts a chart into a slide?

- A. Insert tab -> Chart -> select chart type.
- B. Home tab -> Chart -> Insert.
- C. Design tab -> Chart -> Insert.**
- D. Review tab -> Chart -> Create.

In PowerPoint, once a chart is on the slide, a Chart Tools contextual tab set appears. The Design tab within that context groups chart-related commands, including an Insert option. Using Design > Chart > Insert follows the workflow for adding or inserting charts while you're editing or working with an existing chart on the slide. This is the path you use when you're inside the chart editing context, rather than starting from the main Insert tab on a blank slide. Note: if you're starting from scratch on a new slide, you'd typically use the main Insert tab. But for inserting a chart within the chart-editing workflow, the Design tab path is the intended sequence.

5. On which tab do you find the option to insert a hyperlink?

- A. Design tab
- B. Insert tab**
- C. Review tab
- D. Slide Show tab

Inserting a hyperlink is treated as adding an object into your content, so it lives on the Insert tab. That tab groups commands for adding elements you place into your document or slide—things like pictures, tables, shapes, and links. The other tabs serve different tasks: Design focuses on appearance, Review on comments and edits, and Slide Show on presenting. So the option to insert a hyperlink is found on the Insert tab.

6. How do you print PowerPoint slides with notes?

- A. File -> Print -> Print What: Slides
- B. File -> Print -> Print What: Notes Pages**
- C. Design tab -> Format Background
- D. Slide Show tab -> Rehearse Timings

Printing slides with notes means selecting a layout that includes your speaker notes on the same page as each slide. In PowerPoint, you do this by going to File > Print and choosing Print What: Notes Pages. Each printed page will show the slide image along with the notes you've written for that slide, which is ideal for reviewing what you planned to say or sharing prompts with others. Printing only the slides prints just the slide images with no notes, which is why it's not suitable when you need the notes. The other options aren't about printing or notes: one relates to modifying the slide background, and another is for practicing timings during a presentation.

7. Which command clears the print area?

- A. Page Layout, Print Area, Clear Print Area.
- B. View, Page Break Preview, Clear Print Area.
- C. Page Layout, Page Setup, Clear Print Area.
- D. File, Print, Clear Print Area.

Clearing the print area is about removing a previously defined range that Excel is set to print. The place to do this is on the Page Layout tab, in the Print Area menu, by choosing Clear Print Area. That location matches the purpose: Page Layout groups settings that affect how the sheet prints, and the Print Area option specifically handles what part of the sheet is printed. When you clear it, Excel returns to printing the worksheet in its normal form (subject to your print settings). Other paths don't target the print area: Page Setup covers margins and scaling, View/Page Break Preview are for viewing layout, and File/Print is just the act of printing, not adjusting what gets printed.

8. How do you freeze the top row in Excel?

- A. View tab -> Freeze Panes -> Freeze Top Row
- B. Review tab -> Freeze Panes -> Freeze First Row
- C. View tab -> Freeze Panes -> Freeze Top Columns
- D. Data tab -> Freeze Panes -> Freeze Top Row

Freezing panes keeps header content visible as you scroll through a worksheet. To freeze the top row, use the View tab on the Ribbon, click Freeze Panes, and choose Freeze Top Row. This pins the first row so it stays in view while you move down the data. The other options are incorrect because they use the wrong tab or a misnamed command; Freeze Top Row is the correct choice for keeping just the top row visible.

9. In older Word versions, which tab is labeled Page Layout and contains margins options?

- A. Page Layout
- B. Layout
- C. Home
- D. View

Margins are part of page setup, and in older Word versions they live on the Page Layout tab. This tab groups commands that affect how the page is arranged, with a Page Setup area that includes Margins. By opening Page Layout and selecting Margins, you can choose from preset options or set custom margins to control the space around your text for proper printing and layout. Other tabs focus on different tasks—Home handles text formatting, View changes how the document is displayed, and Layout (in some versions) covers broader layout options but not the margins themselves.

10. How do you insert a new slide with a specific layout in PowerPoint?

A. Home tab -> New Slide -> choose the layout.

B. Insert tab -> New Slide?

C. Design tab -> Slide Layout.

D. Review tab -> New Slide.

Choosing a new slide with a specific layout is about selecting the arrangement of placeholders you want on that slide before you add content. Each layout determines where the title, text, images, and other elements will appear. The Slide Layout control is where you pick that arrangement, and in many PowerPoint versions this option is found under the Design tab. By selecting a layout there, PowerPoint inserts the new slide already formatted with the chosen placeholders, so you don't have to move things around later. The other tabs don't provide the direct layout choices needed to set up the slide structure in advance.

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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://simnet1.examzify.com>

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

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