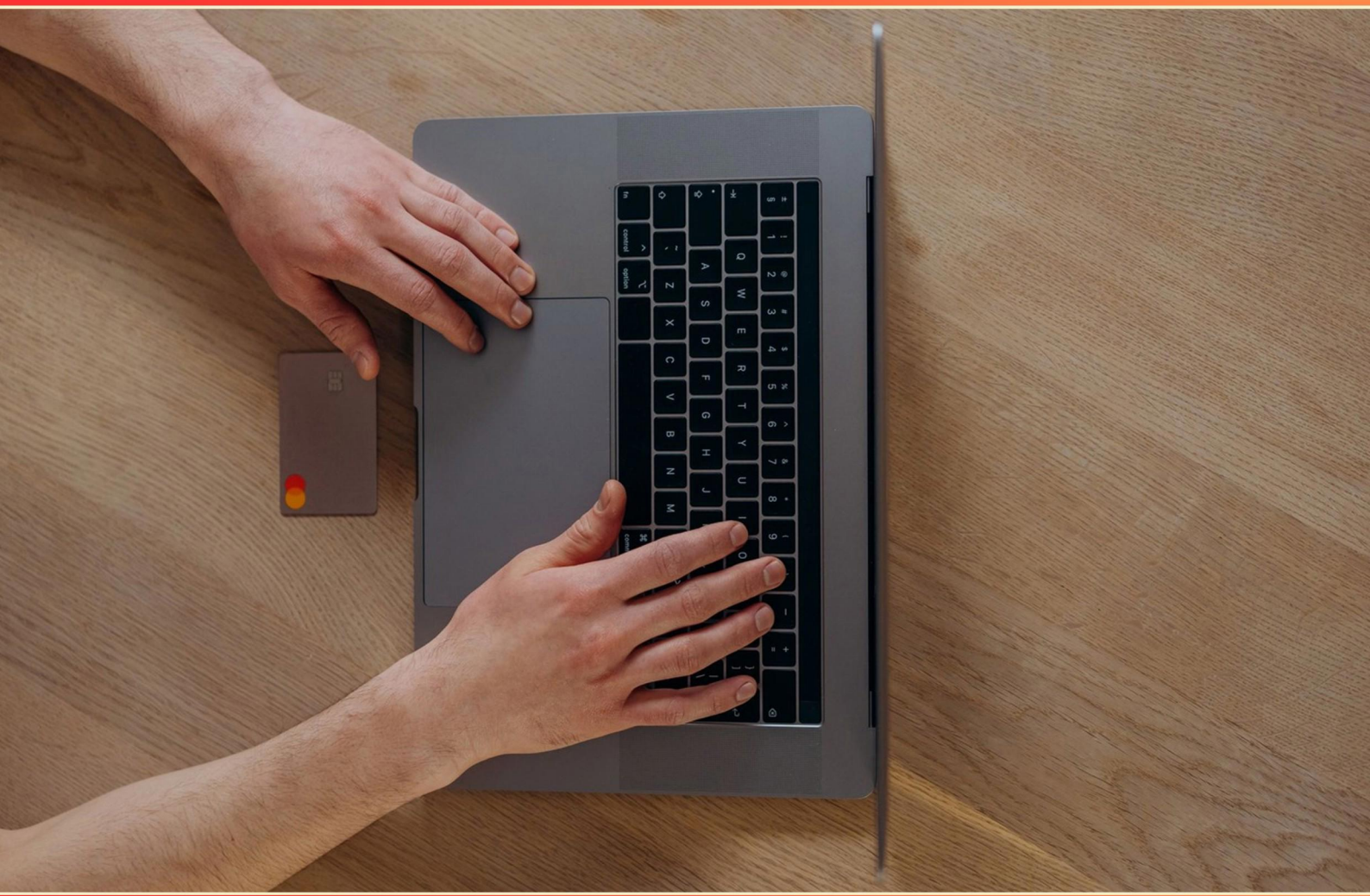
COMPUTER LITERACY PRACTICE EXAM (SAMPLE)

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.

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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!

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Questions

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1. Which is a key benefit of cloud storage compared to local backups?

A. Always private and offline

B. Accessibility and offsite redundancy

C. No ongoing costs

D. No internet dependency

2. Which set of characters appears darker and heavier than surrounding text?

A. Bold text

B. Italicized text

C. Underlined text

D. Strikethrough text

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

A. Microsoft Word

B. Excel

C. PowerPoint

D. Access

4. To insert a header or footer on to a document, which tab would you look under?

A. Home tab

B. Layout tab

C. Insert tab

D. File tab

5. In MLA formatting, where should the title be placed on the first page?

A. Centered

B. Left-aligned

C. Right-aligned

D. Indented

6. What term is used to cite or quote a reference in an MLA paper?

A. Citation

B. Bibliography

C. Footnote

D. Index

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7. GWAM stands for which term?

A. Gross Words Per Minute

B. General Words Per Minute

C. Graph Words Per Minute

D. Greater Words Per Minute

8. 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

9. To choose or adjust the font and font size on a document or presentation, which tab would you look under?

A. Home tab

B. Layout tab

C. Insert tab

D. File tab

10. What does the 3-2-1 backup rule require?

A. 3 copies on 3 different media, all onsite

B. 2 copies on 2 media with 0 offsite

C. 3 copies on at least 2 different media with 1 offsite

D. 1 copy offsite only

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Answers

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

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Explanations

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1. Which is a key benefit of cloud storage compared to local backups?

A. Always private and offline

B. Accessibility and offsite redundancy

C. No ongoing costs

D. No internet dependency

The key benefit is accessibility from any device with internet and the data being stored offsite. Cloud storage places copies in remote data centers, so you can reach your files from anywhere and recover them even if your local hardware fails or your place is affected by a disaster. That offsite redundancy and broad accessibility is what makes cloud storage safer and more convenient than keeping backups only on a single computer or external drive. It also supports ease of sharing and scalability as your needs grow. The ideas that cloud storage is always offline, completely private, or free, or that you don't need internet access, aren't accurate because cloud access generally requires internet, there are usually ongoing costs, and privacy depends on the service and settings.

2. Which set of characters appears darker and heavier than surrounding text?

A. Bold text

B. Italicized text

C. Underlined text

D. Strikethrough text

The main idea is how font weight changes how text looks. Bold text uses thicker strokes, so each character becomes visually heavier and denser. That increased stroke thickness makes the letters appear darker against the surrounding normal text, which is why bold stands out as emphasis. Italicized text is mainly a slant of the same stroke thickness, so it can emphasize without adding extra weight. Underlined or strikethrough text adds a line beneath or through the text but doesn't darken the letters themselves, so they don't look heavier.

3. 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.

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4. To insert a header or footer on to a document, which tab would you look under?

A. Home tab

B. Layout tab

C. Insert tab

D. File tab

Headers and footers control what appears at the top and bottom of every page, so the tools to add them sit with commands that affect the page layout. In this version, the Layout tab groups page-related options, including a place to access Header and Footer settings. From there you can insert the text for the header or footer, choose different first-page headers, or create alternating headers for even and odd pages. The idea is that headers and footers are part of the page structure, not just inline document content, so they're found with the page layout controls. Other tabs handle formatting, inserting objects, or file operations, but for adding page-wide elements the Layout area is the most relevant.

5. In MLA formatting, where should the title be placed on the first page?

A. Centered

B. Left-aligned

C. Right-aligned

D. Indented

In MLA style, the title on the first page is centered. After the left-aligned header block (your name, instructor, course, date) and a blank line, the paper's title appears on its own line and is centered. This creates a clean, balanced look and makes the title prominent without clashing with the heading. The title is typically in title case and should not be bolded or otherwise emphasized by formatting. Centering keeps the page visually symmetric; left-aligning the title would mix with the header, right-aligning it would look odd, and indenting it would make it seem like the start of a paragraph.

6. What term is used to cite or quote a reference in an MLA paper?

A. Citation

B. Bibliography

C. Footnote

D. Index

The main idea here is understanding what you create when you reference a source within your writing. In MLA style, the term for that in-text reference is a citation. When you quote or paraphrase someone else, you add a brief parenthetical or narrative cue—like (Smith 23) or "Smith argues that …"—that points readers to the full entry on your Works Cited page. The Works Cited page at the end provides the complete bibliographic details for each source you cited. Footnotes exist in some styles for extra notes or occasional source notes, but they're not the standard way MLA handles in-text references. An index is unrelated to citing sources; it's a list of topics or terms with page numbers.

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7. GWAM stands for which term?

A. Gross Words Per Minute

B. General Words Per Minute

C. Graph Words Per Minute

D. Greater Words Per Minute

GWAM stands for Gross Words Per Minute. It measures typing speed without adjusting for errors, counting all keystrokes as part of the tempo. In this scheme, a word is typically five characters, so you calculate speed by dividing the total characters typed by five, then dividing by the time in minutes. For example, typing 250 characters in one minute gives a gross speed of 50 WPM. If some of those characters were incorrect, the net speed (which reflects accuracy) would be lower because it subtracts the mistakes before dividing by five. The other terms listed aren't standard for describing typing speed.

8. 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.

9. To choose or adjust the font and font size on a document or presentation, which tab would you look under?

A. Home tab

B. Layout tab

C. Insert tab

D. File tab

Font and font size are part of text formatting, so the controls you need are in the Home tab. In that tab's Font group you can choose the font family, adjust the size, and apply styling like bold, italic, underline, or color. The Layout tab handles page setup such as margins and orientation, not text appearance. The Insert tab adds objects like pictures or charts, and the File tab is for saving, opening, or printing. Since adjusting how text looks is a formatting task, the Home tab is where you'd look.

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10. What does the 3-2-1 backup rule require?

A. 3 copies on 3 different media, all onsite

B. 2 copies on 2 media with 0 offsite

C. 3 copies on at least 2 different media with 1 offsite

D. 1 copy offsite only

The idea behind this backup approach is to ensure data can be recovered even if something goes wrong with one or more parts of your setup. You should have three copies of your data in total, stored on at least two different kinds of storage media, with one of those copies kept offsite. Having three copies means if one copy is lost or corrupted, you still have two others to rely on. Using at least two different media—like an external hard drive and cloud storage—reduces the risk that a single type of hardware failure wipes out all copies at once. Keeping one copy offsite protects against disasters that affect the physical location, such as fire, flood, or break-ins. The best choice combines all three protections: three copies, on at least two different media, with one offsite. The other options either keep everything in one place, omit the offsite copy, or provide only a single local copy, which weakens protection against common failure scenarios.

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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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