COMPUTER PROFICIENCY PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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

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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. What is the main printed circuit board that connects and enables communication between all computer components?

A. CPU

B. RAM

C. PCI Express bus

D. Motherboard

2. Which term describes a fraudulent online page that impersonates a legitimate site to steal personal information?

A. Spoofing

B. Social engineering

C. Phishing

D. Pharming

3. Which statement best describes a Local-Area Network (LAN) relative to a Wide-Area Network (WAN)?

A. LANs Connect Devices Across Cities; WANs Connect Within A Single Building

B. WANs Connect Devices In A Single Building

C. LANs Are Typically Confined To A Small Geographic Area, Such As A Building

D. WANs Are Used For Global Communications

4. How can you recover deleted files on Windows?

A. Restore from Recycle Bin.

B. File History/Previous Versions.

C. Data recovery software.

D. All of the above.

5. How do you insert a chart in Excel?

A. Select data and use Insert > Chart to choose a chart type.

B. Right-click the worksheet and choose Chart.

C. Enter data in a Chart wizard.

D. Charts are created automatically without any action.

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6. In the pattern b[a-c]d, which middle characters are allowed?

A. Only A

B. A, B, or C

C. Any lowercase letter

D. D or E

7. What is the role of a DNS server?

A. It encrypts web traffic.

B. It translates domain names to IP addresses to route network traffic.

C. It manages email delivery.

D. It stores user credentials.

8. If you want to express a negated character class excluding vowels a and e, which syntax would you likely use?

A. [!ae]

B. [^ae]

C. [a-e]

D. [ae]

9. Which of the following lists items that are considered Control Button Functions in a web browser?

A. Back

B. Forward

C. Back, Forward, Refresh, Stop, Add to Favorites Bar, RSS Feed, Tabs, Home, Tools, Help

D. Increase volume

10. Which measures improve wireless network security at home?

A. Publish SSID to guests.

B. Use WPA3, strong router credentials, disable WPS, enable automatic updates, and hide or segment guest networks.

C. Use WEP, weak credentials, and enable WPS.

D. Leave WPS enabled and share the password.

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Answers

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

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Explanations

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1. What is the main printed circuit board that connects and enables communication between all computer components?

A. CPU

B. RAM

C. PCI Express bus

D. Motherboard

The motherboard serves as the central hub that connects and coordinates all computer components. It is the main printed circuit board that carries the electrical paths and buses, letting the CPU, RAM, storage controllers, and expansion cards communicate with each other. The CPU is the processor that performs calculations, while RAM provides fast temporary storage for active data. The PCI Express bus is a fast connection on the motherboard used by expansion cards to communicate with the rest of the system, but it is not the board itself. The motherboard, by housing the CPU socket, memory slots, PCIe slots, and various controllers, enables data to flow between components and manages power and timing so everything works together.

2. Which term describes a fraudulent online page that impersonates a legitimate site to steal personal information?

A. Spoofing

B. Social engineering

C. Phishing

D. Pharming

Phishing is the act of creating a fake page that imitates a real site to trick you into entering personal information. The attacker uses a convincing login or data-entry page to harvest credentials, credit card numbers, or other sensitive data by appealing to trust in a familiar brand. This is the classic setup: a counterfeit page designed to look legitimate so you disclose information directly to the attacker. Other terms describe related ideas but not the exact mechanism: pharming involves redirecting you to a malicious site by compromising the connection or DNS, spoofing is broader impersonation in communications or data, and social engineering is a wider set of manipulation tactics that phishing often employs.

3. Which statement best describes a Local-Area Network (LAN) relative to a Wide-Area Network (WAN)?

A. LANs Connect Devices Across Cities; WANs Connect Within A Single Building

B. WANs Connect Devices In A Single Building

C. LANs Are Typically Confined To A Small Geographic Area, Such As A Building

D. WANs Are Used For Global Communications

Local-Area Networks are designed for a small geographic footprint, typically within a single building or campus, allowing fast, close-proximity communication between nearby devices. Wide-Area Networks, on the other hand, span much larger distances and connect multiple locations across cities, regions, or countries. This difference in geographic scope is what the statement about LANs being confined to a small area conveys most clearly. The other options describe WAN characteristics or use in a way that doesn't contrast LANs and WANs as directly, making them less precise for this question.

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4. How can you recover deleted files on Windows?

A. Restore from Recycle Bin.

B. File History/Previous Versions.

C. Data recovery software.

D. All of the above.

When you delete a file in Windows, you have several recovery paths, and which one works depends on what happened after deletion. First, the Recycle Bin acts as a temporary holding area for items you delete. If the file is still there, you can simply open the Recycle Bin, find the item, and choose Restore to put it back in its original location. This is the quickest and easiest recovery method for items you haven't permanently discarded. If you've been backing up your system, File History (or Previous Versions) provides a way to recover earlier copies of files or folders. File History stores versions over time, so you can browse through past edits and restore a version from a date when the file existed. Previous Versions (shadow copies) can appear for certain folders and files even if File History isn't enabled, as long as System Restore points or backups created them. You'd typically right-click the file or folder and choose Restore previous versions to see available copies. When neither the Recycle Bin nor backups contain what you need, data recovery software offers another option. These tools scan the drive for remnants of deleted files and attempt to reconstruct them, even after the file seems gone. Success depends on how recently the data was deleted and whether new data has overwritten the deleted blocks. For best results, minimize use of the affected drive and, if possible, save recovered files to a different drive. All of these methods are valid and cover different situations, which is why the best answer is that all of the above can help you recover deleted files.

5. How do you insert a chart in Excel?

A. Select data and use Insert > Chart to choose a chart type.

B. Right-click the worksheet and choose Chart.

C. Enter data in a Chart wizard.

D. Charts are created automatically without any action.

Inserting a chart in Excel starts by selecting the data you want to visualize, then using the Insert tab on the Ribbon to choose a chart type. This is the standard workflow: highlight your data, click Insert, and pick a chart. Excel will place the chart on the worksheet, and you can customize elements like the chart title, axis labels, legend, and data labels. If you're unsure which chart fits best, use Recommended Charts to see several suitable options based on your data. The other approaches don't fit because you don't create charts by right-clicking alone, there isn't a Chart Wizard in current versions, and charts aren't produced automatically without going through the Insert process.

6. In the pattern b[a-c]d, which middle characters are allowed?

A. Only A

B. A, B, or C

C. Any lowercase letter

D. D or E

The big idea is how a character class with a range works in patterns. The middle part [a-c] means any character from the range a to c, inclusive. That includes the three lowercase letters a, b, and c. So the pattern b[a-c]d will match strings where the first letter is b, the last letter is d, and the middle character is one of a, b, or c (for example, bad, bbd, or bcd). It won't match if the middle character is something else, like d, e, or any uppercase letter.

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7. What is the role of a DNS server?

A. It encrypts web traffic.

B. It translates domain names to IP addresses to route network traffic.

C. It manages email delivery.

D. It stores user credentials.

DNS servers translate domain names to IP addresses so that network traffic can be routed. When you type a web address, your device asks a DNS server to resolve that name into the numerical IP address of the destination server. Once the IP is returned, your browser can establish a connection to that server and load the site. DNS often caches responses to speed up future lookups, and its lookups follow a hierarchical system (root, top-level domain, authoritative servers) to efficiently find the right address. This function is distinct from encrypting web traffic (that's done by TLS/HTTPS), managing email delivery (handled by mail servers using MX records), or storing user credentials (authentication data, not DNS). So the essential role is domain name resolution to IP addresses to enable routing.

8. If you want to express a negated character class excluding vowels a and e, which syntax would you likely use?

A. [!ae]

B. [^ae]

C. [a-e]

D. [ae]

Negating a character class in a regular expression means you want to match any single character that is not in a specified set. To exclude the vowels a and e, place a caret at the start of the brackets to indicate negation and list the characters to exclude: [^ae]. This pattern matches any character except 'a' or 'e'. Keep in mind it's typically case sensitive, so uppercase A and E would still be matched unless you enable case-insensitive matching or include them in the class (e.g., [^aeAE]). The other forms don't express the same idea: [!ae] isn't standard for regex negation, [a-e] defines a range from a to e, and [ae] matches only the vowels themselves.

9. Which of the following lists items that are considered Control Button Functions in a web browser?

A. Back

B. Forward

C. Back, Forward, Refresh, Stop, Add to Favorites Bar, RSS Feed, Tabs, Home, Tools, Help

D. Increase volume

Control Button Functions in a web browser are the actions you trigger with the browser's toolbar buttons to navigate and manage pages. The best choice lists several of these common controls: Back, Forward, Refresh, Stop, along with other standard browser interface options like Add to Favorites Bar, RSS Feed, Tabs, Home, Tools, and Help. Back and Forward are the classic navigation buttons, Refresh reloads the current page, and Stop halts a loading page. The other items represent typical browser UI features that users interact with to manage their browsing experience. Increase volume isn't a browser control button, so it doesn't fit with the rest.

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10. Which measures improve wireless network security at home?

A. Publish SSID to guests.

B. Use WPA3, strong router credentials, disable WPS, enable automatic updates, and hide or segment guest networks.

C. Use WEP, weak credentials, and enable WPS.

D. Leave WPS enabled and share the password.

Modern wireless security basics emphasize strong encryption, solid admin controls, and prudent feature settings to protect home networks. The best approach combines current protection with careful management: using WPA3 provides the strongest available encryption and safer password-based authentication, which helps prevent unauthorized access to your network. Having strong router credentials blocks attackers from taking control of the router itself. Disabling WPS removes a known vulnerability that can be exploited to gain quick access. Enabling automatic updates keeps the router's firmware patched against newly discovered flaws. Hiding or segmenting the guest network helps limit what guest devices can reach, reducing the chances that a compromised guest device could access your main devices or data. The other options rely on outdated or insecure practices: WEP is easily cracked, weak credentials are not protective, and leaving WPS enabled or sharing the password creates easy entry points for unauthorized users.

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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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