

GAN HUMAN RESOURCES (HR) APTITUDE PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

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THE FULL VERSION STUDY GUIDE**

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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 should be avoided when using a screwdriver?**
 - A. Using a proper screwdriver
 - B. Applying pressure
 - C. Keeping blade aligned
 - D. Hammering on the screwdriver
- 2. What is the result of adding $\frac{1}{2}$ and $\frac{3}{15}$?**
 - A. $\frac{7}{10}$
 - B. $\frac{5}{12}$
 - C. $\frac{1}{2}$
 - D. $\frac{3}{5}$
- 3. Dividing by $\frac{1}{4}$ is equivalent to which operation?**
 - A. Add four to the number.
 - B. Multiply by 4.
 - C. Divide by 4.
 - D. Subtract four.
- 4. An improper fraction can be converted into which form?**
 - A. A mixed number.
 - B. A decimal.
 - C. A proper fraction.
 - D. A whole number.
- 5. In a balance problem with opposing weights, which statement best describes the movement direction to counteract the imbalance?**
 - A. The box should move toward the heavier side.
 - B. The box should move toward the lighter side.
 - C. The box should move in the direction opposite to the heavier weight on the opposite side.
 - D. The box should move in the direction that counteracts the weight on the opposite side.

6. What is the result of $2\frac{1}{3}$ minus $\frac{1}{2}$ after converting to improper fractions?
- A. $\frac{7}{6}$
 - B. $\frac{5}{6}$
 - C. $\frac{11}{6}$
 - D. $\frac{13}{6}$
7. What is the next number in the series: 1, 5, 9, 13?
- A. 15
 - B. 16
 - C. 18
 - D. 17
8. How do the back wheels of a tricycle compare to the front wheel in terms of rotation speed?
- A. All wheels rotate at the same speed.
 - B. The front wheel rotates faster than the back wheels.
 - C. The back wheels rotate much faster than the front wheel.
 - D. The back wheels rotate slower than the front wheel.
9. How do you change the division sign when dividing fractions?
- A. Multiply the numbers and ignore the division.
 - B. Add the fractions.
 - C. Subtract numerators.
 - D. Change the division sign to a multiplication sign and flip the second fraction.
10. What is 7.82 divided by 2?
- A. 3.91
 - B. 4.0
 - C. 3.82
 - D. 3.95

Answers

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

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Explanations

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1. What should be avoided when using a screwdriver?

- A. Using a proper screwdriver
- B. Applying pressure
- C. Keeping blade aligned
- D. Hammering on the screwdriver**

Hammering on a screwdriver puts a shock load into a tool that isn't built for impact. That can bend or chip the blade, loosen the blade from the handle, or cause the tip to slip out of the screw head, which can damage the fastener and injure your hand. Screwdrivers are designed for turning with steady, straight-on pressure and proper alignment, not for being struck. If more torque is needed, use the correct driver, a ratcheting or impact tool, or a drill with the proper bit and settings rather than hitting the screwdriver.

2. What is the result of adding $\frac{1}{2}$ and $\frac{3}{15}$?

- A. $\frac{7}{10}$**
- B. $\frac{5}{12}$
- C. $\frac{1}{2}$
- D. $\frac{3}{5}$

Adding fractions requires a common denominator. You can simplify first: $\frac{3}{15}$ becomes $\frac{1}{5}$. Then add $\frac{1}{2}$ and $\frac{1}{5}$ by using a common denominator of 10. Convert: $\frac{1}{2} = \frac{5}{10}$ and $\frac{1}{5} = \frac{2}{10}$, so the sum is $\frac{7}{10}$. This fraction is already in simplest terms. Therefore, the result is $\frac{7}{10}$.

3. Dividing by $\frac{1}{4}$ is equivalent to which operation?

- A. Add four to the number.
- B. Multiply by 4.**
- C. Divide by 4.
- D. Subtract four.

Dividing by a fraction means multiplying by its reciprocal. The reciprocal of $\frac{1}{4}$ is 4, so any number divided by $\frac{1}{4}$ equals the same number multiplied by 4. For example, $6 \div \frac{1}{4} = 6 \times 4 = 24$. In general, $a \div (\frac{1}{4})$ equals $a \times 4$. This is why multiplying by 4 is the operation that matches dividing by $\frac{1}{4}$. The other options change the value in different ways (adding or subtracting a fixed amount, or dividing by 4 to get a quarter of the number), so they don't describe dividing by $\frac{1}{4}$.

4. An improper fraction can be converted into which form?

- A. A mixed number.**
- B. A decimal.
- C. A proper fraction.
- D. A whole number.

When you convert an improper fraction, you separate it into a whole-number part and a leftover fraction. Since the numerator is at least as large as the denominator, dividing gives a quotient that becomes the whole part and a remainder that becomes the new numerator over the same denominator. For example, $7/4$ dividing 7 by 4 gives a quotient of 1 and a remainder of 3, so it can be written as a mixed number: $1\frac{3}{4}$. This form clearly shows how many whole units there are plus what's left over. You could also express it as a decimal, 1.75, but the standard way to represent an improper fraction is as a mixed number. A whole number would only happen if the division had no remainder, and a proper fraction would be the opposite form of an improper fraction.

5. In a balance problem with opposing weights, which statement best describes the movement direction to counteract the imbalance?

- A. The box should move toward the heavier side.
- B. The box should move toward the lighter side.
- C. The box should move in the direction opposite to the heavier weight on the opposite side.
- D. The box should move in the direction that counteracts the weight on the opposite side.**

When a balance tilts because one side has more torque, the goal is to adjust position so the influence of the heavier side is opposed. The best choice describes moving in a direction that directly counteracts the weight on the opposite side, which means taking actions that reduce that side's ability to dominate the balance and push the system toward equilibrium. In practical terms, you're not just wandering toward a heavier or lighter end; you're selecting a move that offsets the heavier weight's torque about the pivot, restoring balance. This clarifies why simply moving toward the heavier side or toward the lighter side isn't as reliable, since those directions don't explicitly address offsetting the opposing torque. The wording that emphasizes counteracting the opposite side's weight captures the precise aim: reduce the imbalance by opposing the heavier side's effect on the fulcrum.

6. What is the result of $2\frac{1}{3}$ minus $\frac{1}{2}$ after converting to improper fractions?

- A. $\frac{7}{6}$
- B. $\frac{5}{6}$
- C. $\frac{11}{6}$**
- D. $\frac{13}{6}$

Converting mixed numbers to improper fractions and using a common denominator makes subtraction straightforward. Convert $2\frac{1}{3}$ to an improper fraction: $2 \times 3 + 1 = 7$, so $2\frac{1}{3} = \frac{7}{3}$. Now subtract $\frac{1}{2}$ by rewriting with a common denominator, which is 6. Convert $\frac{7}{3}$ to $\frac{14}{6}$ and $\frac{1}{2}$ to $\frac{3}{6}$. Subtract: $\frac{14}{6} - \frac{3}{6} = \frac{11}{6}$. The result is $\frac{11}{6}$, which is also 1 and $\frac{5}{6}$.

7. What is the next number in the series: 1, 5, 9, 13?

- A. 15
- B. 16
- C. 18
- D. 17**

This tests recognizing an arithmetic progression where each step adds the same amount. Here, every term increases by four: 1 to 5 is +4, 5 to 9 is +4, 9 to 13 is +4. So the next term is $13 + 4 = 17$. The option with 17 matches this pattern. The other choices would require different increments (for example, +2, +3, or +5), breaking the consistent jump of four.

8. How do the back wheels of a tricycle compare to the front wheel in terms of rotation speed?

- A. All wheels rotate at the same speed.
- B. The front wheel rotates faster than the back wheels.
- C. The back wheels rotate much faster than the front wheel.**
- D. The back wheels rotate slower than the front wheel.

When wheels are rolling without slipping, they all cover the same linear distance on the ground each second. That means for each wheel, the forward speed v equals its angular speed times its radius: $v = \omega_{\text{front}} \times R_{\text{front}} = \omega_{\text{back}} \times R_{\text{back}}$. If the front wheel has a larger radius than the back wheels, the back wheels must spin more times per second to achieve the same forward speed, so they rotate faster. In short, the same ground speed with smaller-radius wheels leads to a higher angular speed for those wheels.

9. How do you change the division sign when dividing fractions?

- A. Multiply the numbers and ignore the division.
- B. Add the fractions.
- C. Subtract numerators.
- D. Change the division sign to a multiplication sign and flip the second fraction.**

When dividing by a fraction, you multiply by its reciprocal. Change the division sign to multiplication and flip the second fraction (the divisor). This turns the problem into a multiplication: you multiply the first fraction by the reciprocal of the second, and you can cancel factors before multiplying to simplify. For example, $3/4 \div 2/5$ becomes $3/4 \times 5/2 = 15/8$. This approach correctly performs the division of fractions; simply adding, subtracting, or multiplying the numerators without accounting for the denominators doesn't carry out the division operation correctly.

10. What is 7.82 divided by 2?

A. 3.91

B. 4.0

C. 3.82

D. 3.95

Dividing by 2 means finding half of the number. Half of 7 is 3.5, and half of 0.82 is 0.41. Adding them gives 3.91, so 7.82 divided by 2 equals 3.91. Another way: 7.82 is $782/100$, so dividing by 2 gives $782/200 = 391/100 = 3.91$. This result uses the exact half of 7.82, which is why it's correct. The other values come from halving nearby numbers (for example, half of 8 is 4, half of 7.64 is 3.82, half of 7.9 is 3.95), not half of 7.82.

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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://ganhraptitude.examzify.com>

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

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