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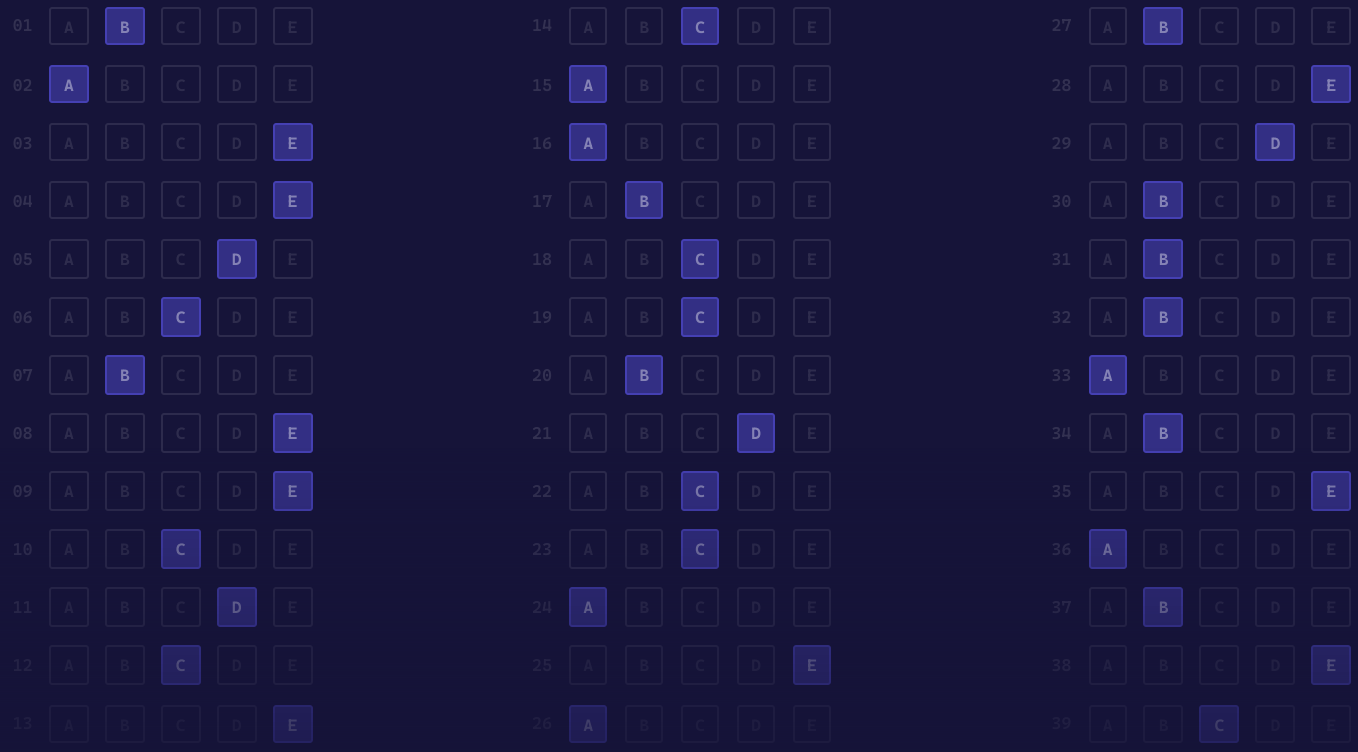

PRACTICE QUESTIONS

IC3 Digital Literacy

KEY-APPLICATIONS-IC3-DIGITAL-LITERACY-CERTIFICAT

Key Applications (IC3 Digital Literacy Certification)

EDITION	QUESTIONS	FORMAT
Demo	9	Limited Edition PDF

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Before you begin

What this is

9 practice questions for IC3 Digital Literacy `KEY-APPLICATIONS-IC3-DIGITAL-LITERACY-CERTIFICAT`, each with its answer key and an explanation. Answer a question before you read its key — the explanation is worth more once you have committed.

If something looks wrong

Send us three things and we will check it:

- the exam code, `KEY-APPLICATIONS-IC3-DIGITAL-LITERACY-CERTIFICAT`
- the question number
- the email address on your order

Write to **support@mometrix.net**. We reply within one business day.

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QUESTION 1 MULTIPLE CHOICE

Which of the following are common word processing features used to format and review documents? (Choose two.)

- **A** **Track Changes for editing revisions**
- **B** PivotTable for data summarization
- **C** **Mail Merge for combining data with templates**
- **D** VLOOKUP for looking up values in a table
- **E** **Header/Footer for repeating content on every page**

ANSWER **A · C · E**

WHY Track Changes (A) and Mail Merge (C) are core word processing features. Header/Footer (E) is also a standard word processing feature. PivotTable (B) and VLOOKUP (D) are spreadsheet features, not word processing.

QUESTION 2 MULTIPLE CHOICE

Which of the following are functions commonly found in spreadsheet applications? (Choose two.)

- **A** **SUM for adding a range of cells**
- **B** Mail Merge for combining letters with a data source
- **C** Track Changes for monitoring edits
- **D** **IF for conditional logic**
- **E** Slide Transitions for animations

ANSWER **A · D**

WHY SUM (A) and IF (D) are built-in spreadsheet functions used for calculations and logical tests. Mail Merge (B) and Track Changes (C) are word processing features, and Slide Transitions (E) belong to presentation software.

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QUESTION 3 SINGLE CHOICE

In a word processing document, which feature automatically corrects common capitalization and spelling errors as you type?

A **AutoCorrect**

B Find and Replace

C Word Count

D Format Painter

ANSWER **A**

WHY AutoCorrect automatically corrects common capitalization, spelling, and typographical errors as you type. Find and Replace locates and substitutes text, Word Count counts words/characters, and Format Painter copies formatting from one selection to another.

QUESTION 4 SINGLE CHOICE

In a spreadsheet, what is the result of the formula =SUM(A1:A5) when cells A1 through A5 contain the values 10, 20, 30, 40, and 50?

A **150**

B 100

C 50

D 200

ANSWER **A**

WHY The SUM function adds all values in the range A1:A5: 10 + 20 + 30 + 40 + 50 = 150. Choice B is the sum of the first four values, C is the last value, and D is incorrect arithmetic.

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QUESTION 5 SINGLE CHOICE

In presentation software, what is the term for the visual and motion effects used when moving from one slide to the next during a slideshow?

A **Slide Transitions**

B Slide Animations

C Slide Layouts

D Slide Masters

ANSWER **A**

WHY Slide Transitions are the effects applied to the entire slide when moving from one slide to the next. Slide Animations (B) apply effects to individual objects within a slide. Slide Layouts (C) define placeholder arrangement, and Slide Masters (D) control the overall design template.

QUESTION 6 SINGLE CHOICE

In a relational database, what is a 'record'?

A **A single row of related data fields in a table**

B A column that defines the type of data stored

C The primary key used to link tables together

D A query used to retrieve specific data

ANSWER **A**

WHY A record (also called a row or tuple) is a single, complete set of related data fields in a table. A column (B) defines the field type, a primary key (C) uniquely identifies records, and a query (D) is used to retrieve data.

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QUESTION 7 SINGLE CHOICE

Which application is specifically designed for real-time text-based communication between two or more users over the Internet?

A **Instant Messaging**

B Web Browser

C Spreadsheet Software

D Database Management System

ANSWER **A**

WHY Instant Messaging (IM) applications are designed for real-time text-based communication. A Web Browser (B) is used to access web pages, a spreadsheet (C) handles numerical data, and a database management system (D) organizes structured data.

QUESTION 8 SINGLE CHOICE

The Copy and Paste functions are commonly found across word processing, spreadsheet, and presentation software. What is the correct sequence of actions to move text from one document to another using these features?

A **Select the text, Copy it, switch to the destination document, then Paste it**

B Switch to the destination document, select the text, Copy it, then Paste it

C Select the text, Paste it, switch to the destination document, then Copy it

D Copy the text, select the text, switch to the destination document, then Paste it

ANSWER **A**

WHY The correct sequence is: Select the text, Copy (Ctrl+C), navigate to the destination document, then Paste (Ctrl+V). You must select content before copying, and you cannot paste content into a document until you are viewing that document.

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QUESTION 9 SINGLE CHOICE

In a spreadsheet, which type of cell reference remains constant when the formula is copied to another cell?

A **Absolute reference (e.g., A1)**

B Relative reference (e.g., A1)

C Mixed reference (e.g., A$1)

D Named reference (e.g., Sales_Total)

ANSWER **A**

WHY An absolute reference (A1) locks both the column and row, so it does not change when the formula is copied. A relative reference (B) adjusts to the new location, a mixed reference (C) locks only one dimension, and named references (D) are identifiers that can be either absolute or relative depending on definition.

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