Everyday ICT Practice

Use this key to check answers and read the explanations.

1. In a fictional file list, Projects contains a folder named Lantern. Where should a new Photos folder go to keep it directly inside Lantern?

A. Projects / Lantern / Photos
B. Projects / Photos / Lantern
C. Projects / Photos
D. Photos / Projects / Lantern

Correct answer: A. Projects / Lantern / Photos
Each step in the path opens a folder inside the previous one. Starting at Projects, open Lantern, then open its Photos subfolder.

2. A document is named Exhibit.draft.pdf. Which part is its file name extension?

A. draft.pdf
B. draft
C. pdf
D. Exhibit

Correct answer: C. pdf
The usual file name extension comes after the final period. Here it is pdf, which indicates the file is named as a PDF document.

3. A spreadsheet uses letters for columns and numbers for rows. Which address identifies the cell in column C and row 5?

A. E3
B. C5
C. 5C
D. C3

Correct answer: B. C5
In this address style, the column letter comes first and the row number comes second. The intersection of column C and row 5 is C5.

4. A site links to a PDF timetable for Friday’s workshop. Which link label identifies both the day and the timetable without relying on nearby text?

A. Download the workshop handout
B. Download the timetable PDF
C. Download the Friday file
D. Download the Friday workshop timetable

Correct answer: D. Download the Friday workshop timetable
Descriptive link text tells people where the link leads when they encounter it on its own. The label names the timetable and the day.

5. A fictional sharing tool lets Viewers read, Commenters read and comment, and Editors also change the file. The Owner can manage the file and its access. A reviewer needs to read the file and leave comments. Which is the lowest permission that allows both?

A. Viewer
B. Commenter
C. Editor
D. Owner

Correct answer: B. Commenter
Commenter grants reading and commenting. Viewer only grants reading, and the other roles give the reviewer more access than needed.

6. A fictional ticket table has three rows. Kay has 8 tickets, Milo has 4, and Ari has 6. The tool sorts entire rows by ticket count from highest to lowest. Which order will it display?

A. Kay with 8, Ari with 6, Milo with 4
B. Milo with 4, Ari with 6, Kay with 8
C. Kay with 8, Milo with 6, Ari with 4
D. Ari with 8, Kay with 6, Milo with 4

Correct answer: A. Kay with 8, Ari with 6, Milo with 4
Descending order places the counts 8, 6, and 4 in that order. Sorting whole rows keeps each count paired with its original name.

7. In a fictional sheet, B2 is 5, B3 is 11, B4 is 9, and B5 is 4. The colon range includes both endpoints. What does =SUM(B2:B4) return?

A. 9
B. 29
C. 16
D. 25

Correct answer: D. 25
B2 through B4 is the range of three cells used in the sum. Add 5 + 11 + 9 to get 25.

8. A craft fair page uses a simple drawing to show that the check-in desk is immediately to the left of the entrance. The nearby text gives no directions. Which text alternative supplies that detail?

A. An arrow beside a shaded rectangle.
B. A hand-drawn map of the craft fair.
C. The check-in desk is immediately to the left of the entrance.
D. The entrance and check-in desk appear on the map.

Correct answer: C. The check-in desk is immediately to the left of the entrance.
A useful alternative conveys the information a reader needs from the image. Here the key detail is where to find the desk after entering.

9. A fictional donation sheet logs names, email addresses, item types, and quantities. A planning team only needs the total quantity for each type of item. Which report contains just the information the team needs?

A. One row per item type with its total quantity
B. One row per donor with names and quantities
C. One row per donor with emails and item totals
D. One row per donation with a donor code and quantity

Correct answer: A. One row per item type with its total quantity
Summing quantities by item type supplies the requested totals. The team can plan with that report without receiving donor details or donation-level rows.

10. A fictional editor’s version history shows a blank room field at 8 a.m., Room A at 9 a.m., Room B at 10 a.m., and a blank field again at 11 a.m. Which saved version contains the last room assignment before it was removed?

A. The 8 a.m. version
B. The 9 a.m. version
C. The 11 a.m. version
D. The 10 a.m. version

Correct answer: D. The 10 a.m. version
The final version with a room assignment is the 10 a.m. version, which lists Room B. Version history lets you inspect that earlier saved state.

11. A fictional sign-up table lists Cedar in Room A with 12 people, Elm in Room B with 15, Pine in Room A with 8, and Ash in Room A with 10. A filter keeps a row only if it is in Room A and has at least 10 people. Which rows stay visible?

A. Cedar, Elm, and Ash
B. Cedar only
C. Cedar and Ash
D. Cedar, Pine, and Ash

Correct answer: C. Cedar and Ash
Cedar and Ash meet both conditions. Pine is in Room A with fewer than 10 people, while Elm meets the count condition in Room B.

12. In a fictional sheet, B2 = 4, B3 = 5, F1 = 3, and F2 = 2. Cell C2 contains =B2*F1. Copying down one row shifts relative references down and keeps F1 fixed. Which formula and value appear in C3?

A. =B2*F1, giving 12
B. =B3*F1, giving 15
C. =B3*F2, giving 10
D. =B2*F2, giving 8

Correct answer: B. =B3*F1, giving 15
B2 changes to B3 when you copy the formula down a row. The two dollar signs anchor F1, so C3 multiplies 5 by 3 to get 15.

13. A digital sign-up sheet uses red and green to show whether each session is full or available. It will also be printed in grayscale and read aloud by a screen reader. Which change communicates each session’s status in both formats?

A. Replace colors with visual dot and stripe patterns and add only a visual legend.
B. Choose more saturated shades of red and green for each session.
C. Write Red and Green in the legend while keeping the rows color-only.
D. Add the actual words Full or Available to every session row.

Correct answer: D. Add the actual words Full or Available to every session row.
Text in each row gives every session an explicit status. It remains readable in grayscale and gives the screen reader words to announce.

14. A CSV importer splits fields at commas outside double quotes and discards the enclosing quotes. It reads the line ‘Maps,"Clips, large",12’. Which list shows the imported fields in order, using | between fields?

A. Maps | Clips, large | 12
B. Maps | Clips | large | 12
C. Maps, Clips | large | 12
D. Maps | "Clips, large" | 12

Correct answer: A. Maps | Clips, large | 12
The comma inside the quotes belongs to one field value. The other two commas separate the three fields, and the outer quotes mark the boundaries of the middle field.

15. A fictional checkout export shows four rows. J14 has 3 items, J21 has 4, J14 has 3 again, and J27 has 2. The raw total is 12 items. Each ID represents one checkout, and the repeated row is an exact duplicate. What are the corrected checkout count and item total?

A. 3 checkouts and 12 items
B. 4 checkouts and 12 items
C. 3 checkouts and 9 items
D. 4 checkouts and 9 items

Correct answer: C. 3 checkouts and 9 items
Count each ID once. That leaves three checkouts, with 3 + 4 + 2 = 9 items. Keeping both J14 rows would inflate both counts.