

# Certified Document Technologist Practice Test Questions and Answers

## 1. What is the primary responsibility of a document technologist?

- A) Creating original content exclusively
- B) Managing document lifecycle, formatting, version control, and digital workflows
- C) Only printing documents
- D) Graphic design work only

## 2. Which software proficiency is most essential for document technologists?

- A) Gaming applications
- B) Document management systems, Adobe Creative Suite, and Microsoft Office
- C) Social media platforms exclusively
- D) Only web browsers

## 3. How should a document technologist ensure document security and compliance?

- A) Leave all documents unsecured
- B) Implement access controls, version tracking, and follow regulatory requirements
- C) Share documents without restrictions
- D) Ignore compliance standards

## 4. What is essential for effective document quality control?

- A) Skip all review processes
- B) Systematic proofreading, format consistency checks, and accuracy verification
- C) Only check spelling
- D) Avoid quality standards

Answers: 1-B 2-B 3-B 4-B

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