

Review: Data Operations Level 1 - November Exam 2024

Respondent

6

Johnson Laguarre

22:48

22/86

Time to complete

Points

Section A - 20 Multiple Choice

✓ **Correct** 1/1 Points

1

1 / 1 pt

Auto-graded

A(n) _____ is used to put out small fires.

 Smoke Detector Fire Extinguishers ✓ Fire Alarm Alarm Detector

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

2

A(n) _____ is a fire-protection device that automatically detects and gives a warning of the presence of smoke.

- Fire Alarm
- Smoke Detector ✓
- Burglar Alarm
- Alarm Detector

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

3

How should you handle a suspicious package in the workplace?

- Report it to the designated person ✓
- Open it
- Throw it away
- Take it home

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

4

Which of the following is an emergency?

Nosebleed

Loose objects

Fire ✓

No internet

✗ **Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

5

Which of the following is a potential emergency?

Insect Bites

Slippery/wet floors ✓

Earthquake

computer blank screen

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

6

The science of designing the workstation to fit within the capabilities and limitations of the worker is called _____.

Ergonomics ✓

Safety

Occupational Health

computer design

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

7

When sitting at the computer to work which of these things should you DO?

Slouch down in your chair

Sit up, straight arms, and wrists ✓

Lean back in your chair as far as you can

Slide the swivel chair

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

8

When using the computer what is the best position for your monitor?

- Looking down at your monitor
- Looking straight ahead ✓
- Looking up at your monitor
- dim light

✗ **Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

9

Which of the following is recommended for cleaning computer keyboards?

- A feather duster
- A lint-free cloth ✓
- A gentle detergent
- sprinkle water and wipe

X Incorrect 0/1 Points

0 / 1 pt

Auto-graded

10

Parts of the computer that you can touch is known as:

- Software
- Data
- Hardware ✓
- computer

X Incorrect 0/1 Points

0 / 1 pt

Auto-graded

11

The monitor is an example of _____.

- Software
- Storage
- Hardware ✓
- television

✓ **Correct** 1/1 Points

12

A printer is a(n) _____.

1 / 1 pt
Auto-graded

- Input Device
- Storage Device
- Output Device ✓
- processing device

✓ **Correct** 1/1 Points

13

A keyboard is a(n) _____ device.

1 / 1 pt
Auto-graded

- Output
- Input ✓
- Storage
- processing

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

14

Joysticks can be used to

- Print
- Scan
- Play games 
- scroll

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

15

A (n) _____ device allow us to communicate with the computer.

- Software
- Hardware
- Peripheral 
- internet

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

16

Monitors and Speakers are types of?

- Storage Devices
- Input Devices
- Output Devices ✓
- Processing Devices

✗ **Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

17

Which of the following is consider the brain of the computer?

- Central Processing Unit (CPU) ✓
- Hard drive
- Keyboard
- Control Processing Unit (CPU)

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

18

What is the easiest way to create a new folder on the desktop in Windows?

- Right-click the desktop, select "New," then "Folder" ✓
- Press Ctrl + N
- Open the Task Manager and select "Create Folder"
- download from the internet

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

19

Which of the following steps will create a new text file in a folder?

- Right-click, select "New," then "Text Document" ✓
- Double-click inside the folder and press Ctrl + T
- Press the Start button and type "Create Text"
- ask a friend to share one with you

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

20

How can you rename a folder or file on a Windows computer?

- Double-click the folder and type the new name
- Right-click the folder or file, select "Rename," and enter the new name 
- Press Ctrl + R while the folder or file is open
- Use a third party software on the internet

Section B - True/False - 8 Marks

✓ Correct 1/1 Points1  / 1 pt

Auto-graded

21

A computer is an electronic device that accepts data, performs calculations, and outputs the results.

- True 
- False

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

22

Take short breaks (10 to 60 seconds) throughout the workday to avoid back strain.

 True False **✓ Correct** 1/1 Points1  / 1 pt

Auto-graded

23

When sitting at the computer your feet should be flat on the floor.

 True  False

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

24

Look away from your work, blink several times and flex and stretch your muscles to avoid eye strain

 True False **✓ Correct** 1/1 Points1  / 1 pt

Auto-graded

25

Do not touch the computer nor its peripheral devices with wet hands.

 True  False

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

26

You should ensure that electrical cables or wires do run across walkways.

 True  False**✓ Correct** 1/1 Points1  / 1 pt

Auto-graded

27

You should use proper shutdown procedures for the computer.

 True  False**✓ Correct** 1/1 Points1  / 1 pt

Auto-graded

28

A monitor is also called a visual display unit.

 True  False

Section C: Use the words below to correctly name the images that follows.

FIRE ALARM ; DOOR CHAINS ; SMOKE DETECTOR ; BURGLAR ALARM ; FIRE EXTINGUISHER ; ELECTRONIC LOCK

✓ Correct 1/1 Points

1 / 1 pt

29

Name the image



Fire Extinguishers

X Incorrect 0/1 Points

0 / 1 pt

Auto-graded

30

N
a
m
e
t
h
e
i
m
a
g
e



Non-Skid Mats

Correct answers:

Burglar Alarm

✓ **Correct** 1/1 Points

1 / 1 pt

31

Name the
image_____

—



Fire Alarm

✓ **Correct** 1/1 Points

1 / 1 pt

32

N
a
m
e
t
h
e
i
m
a
g
e



Smoke Detector

✓ **Correct** 1/1 Points

1 / 1 pt

33

N
a
m
e
t
h
e
i
m
a
g
e
—
—
—
—.



Door Chains

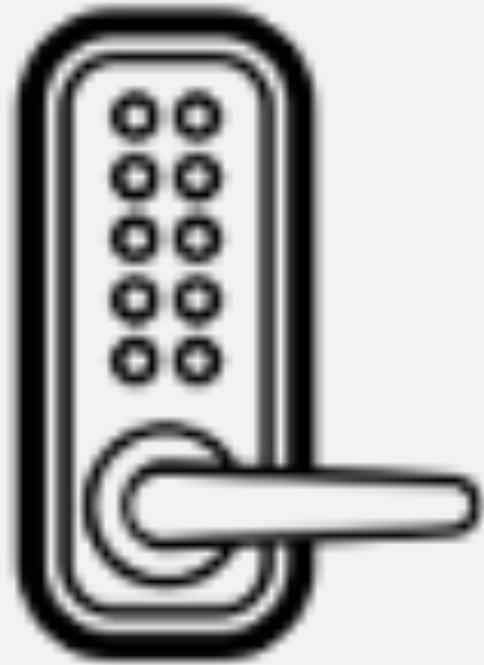
Correct answers: Door chain

✓ **Correct** 1/1 Points

1 / 1 pt

34

Q
u
e
s
ti
o
n



Electronic Locks

Correct answers: Electronic Lock

Section D: State the use for each of the safety equipment and signs below. 43 Marks

☒ Needs review

35

Fire Alarm

Score  / 2 pts
Needs review

No answer provided.

☒ Needs review

36

Door Chains

Score  / 2 pts
Needs review

No answer provided.

☒ Needs review

37

Smoke Detector

Score  / 2 pts
Needs review

No answer provided.

☒ Needs review

38

Electronic Locks

Score  / 2 pts
Needs review

No answer provided.

☒ Needs review

39

Non-Skid Mats

Score  / 2 pts

Needs review

No answer provided.

☒ Needs review

40

Fire Extinguishers

Score  / 2 pts

Needs review

No answer provided.

☒ Needs review

41

Emergency Assembly Point

Score  / 2 pts

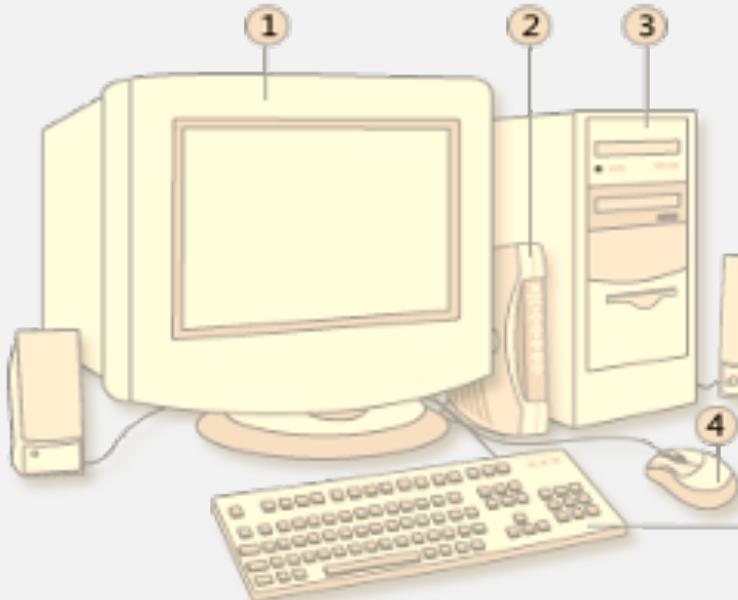
Needs review

No answer provided.

☒ Needs reviewScore / 1 pt
Needs review

42

Use the following image to answer questions 40 - 46. Label the Hardware devices with the correct numbers. **Number 1**



No answer provided.

✗ Incorrect 0/1 Points0 / 1 pt
Auto-graded

43

Number 2

No answer provided.

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

44

Number 3

No answer provided.

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

45

Number 4

No answer provided.

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

46

Number 5

No answer provided.

X Incorrect 0/1 Points0  / 1 pt

Auto-graded

47

Number 6

No answer provided.

☒ Needs review**48****Number 7****Score  / 1 pt****Needs review**

No answer provided.

☒ Needs review**49****Match the file extension to its correct file type or application:****Score  / 7 pts****Needs review**

No answer provided.

State the function of the following devices: Section E - 16 marks**☒ Needs review****50****Keyboard****Score  / 2 pts****Needs review**

No answer provided.

 **Needs review**

51

Printer

Score  / 2 pts
Needs review

No answer provided.

 **Needs review**

52

Monitor

Score  / 2 pts
Needs review

No answer provided.

 **Needs review**

53

Speaker

Score  / 2 pts
Needs review

No answer provided.

 **Needs review**

54

Mouse

Score  / 2 pts
Needs review

No answer provided.

X Incorrect 0/1 Points

0  / 1 pt

55

S
at
e
w
h
et
h
e
r
t
h
e
i
m
a
g
e
is
a
fil
e
o
r
f
ol
d
e
r



file

X Incorrect 0/1 Points

0 / 1 pt

56

State whether the image is a file or folder.



folder

Section F - 12 marks

Background: TechPro Solutions is a mid-sized IT company specializing in software development and equipment maintenance. The company employs developers, technicians, and administrative staff who work in a shared office space. While TechPro has a strong focus on efficiency and innovation, recent incidents have raised concerns about their adherence to Occupational Health and Safety (OH&S) protocols. In the scenarios below suggest safety procedures to address these hazards.

 **Needs review**Score  / 4 pts
Needs review

57

Workplace Environment and Safety:

Several electrical cables run across the floor in the main office, creating a tripping hazard. Additionally, the office's emergency exit is partially blocked by old equipment awaiting disposal. Suggest **TWO** ways to address the workplace safety concern in the scenario.

No answer provided.

 **Needs review**Score  / 4 pts
Needs review

58

Protective Clothing and Equipment:

Technicians handling repairs often forget to wear their gloves and safety goggles, increasing their risk of injury. Explain why it is important to wear safety equipment.

No answer provided.

 **Needs review**Score  / 4 pts

Needs review

59

Security of Documents, Personnel, and Equipment:

Sensitive client files were found unlocked on a shared desk, and one of the computers was left logged in overnight, creating a security risk.

Outline what is the potential risk and suggest TWO ways to prevent such risks.

No answer provided.