

## Review: Data Operations Level 1 - November Exam 2024

Respondent

2

Fardley Christophe

16:31

Time to complete

46/86

Points

## Section A - 20 Multiple Choice

✓ Correct 1/1 Points

1

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

- ☐ Smoke Detector
- ☒ Fire Extinguishers ✓
- ☐ Fire Alarm
- ☐ Alarm Detector

1 / 1 pt

Auto-graded

✓ Correct 1/1 Points

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

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

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

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

4

Which of the following is an emergency?

- ☐ Nosebleed
- ☐ Loose objects
- ☒ Fire ✓
- ☐ No internet

1 / 1 pt

Auto-graded

✗ Incorrect 0/1 Points

5

Which of the following is a potential emergency?

- ☐ Insect Bites
- ☐ Slippery/wet floors ✓
- ☒ Earthquake
- ☐ computer blank screen

0 / 1 pt

Auto-graded

✗ Incorrect 0/1 Points

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

0 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

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

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

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

1 / 1 pt  
Auto-graded

✗ Incorrect 0/1 Points

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

0 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

10

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

- ☐ Software
- ☐ Data
- ☒ Hardware ✓
- ☐ computer

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

11

The monitor is an example of \_\_\_\_\_.

- ☐ Software
- ☐ Storage
- ☒ Hardware ✓
- ☐ television

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

12

A printer is a(n) \_\_\_\_\_.

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

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

13

A keyboard is a(n) \_\_\_\_\_ device.

- ☐ Output
- ☒ Input ✓
- ☐ Storage
- ☐ processing

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

14

Joysticks can be used to

- ☐ Print
- ☐ Scan
- ☒ Play games ✓
- ☐ scroll

1 / 1 pt  
Auto-graded

✗ Incorrect 0/1 Points

15

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

- ☒ Software
- ☐ Hardware
- ☒ Peripheral ✓
- ☐ internet

0 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

16

Monitors and Speakers are types of?

- ☐ Storage Devices
- ☐ Input Devices
- ☒ Output Devices ✓
- ☐ Processing Devices

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

17

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

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

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

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

1 / 1 pt  
Auto-graded

✗ Incorrect 0/1 Points

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

0 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

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

1 / 1 pt  
Auto-graded

✗ Incorrect 0/1 Points

22

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

- ☒ True
- ☐ False ✓

0 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

23

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

- ☒ True ✓
- ☐ False

1 / 1 pt  
Auto-graded

## Section B - True/False - 8 Marks

✓ Correct 1/1 Points

21

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

- ☒ True ✓
- ☐ False

1 / 1 pt  
Auto-graded

✗ Incorrect 0/1 Points

24

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

- ☒ True
- ☐ False ✓

0 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

25

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

- ☒ True ✓
- ☐ False

1 / 1 pt  
Auto-graded

✗ Incorrect 0/1 Points

26

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

- ☐ True ✓
- ☒ False

0 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

27

You should use proper shutdown procedures for the computer.

- ☒ True ✓
- ☐ False

1 / 1 pt  
Auto-graded

✓ Correct 1/1 Points

28

A monitor is also called a visual display unit.

- ☒ True ✓
- ☐ False

1 / 1 pt  
Auto-graded

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

29

Name the image



FIRE EXTINGUISHER

1 / 1 pt

✓ Correct 1/1 Points

30

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Burglar Alarm

1 / 1 pt  
Auto-graded

✓ **Correct** 1/1 Points

Name the  
image\_\_\_\_\_



FIRE ALARM

1 / 1 pt

✓ **Correct** 1/1 Points

32

Name the image



SMOKE DETECTOR

1 / 1 pt

✓ **Correct** 1/1 Points

1 / 1 pt

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Data Operations Level 1 - November Exam 2024

03/06/2025, 2:24 PM

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Name \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



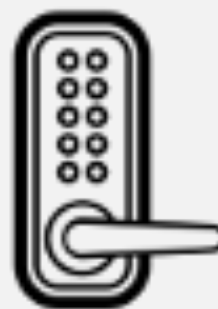
## DOOR CHAINS

Correct answers: Door chain

✓ **Correct** 1/1 Points

34

### Question



Electronic Lock

1 / 1 pt

Auto-graded

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

✓ **Correct** 2/2 Points

2 / 2 pts

35

Fire Alarm

use to tell if there's a fire

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Data Operations Level 1 - November Exam 2024

03/06/2025, 2:24 PM

1 / 2 pts

Incorrect 1/2 Points

36

Door Chains

it's use to stop people from breaking into your house

Correct 2/2 Points

37

Smoke Detector

it's use to detect smoke

Incorrect 1/2 Points

38

Electronic Locks

these are lock's that use passcode

Needs review

39

Non-Skid Mats

hh

Score / 2 pts  
Needs review

Correct 2/2 Points

40

Fire Extinguishers

fire extinguishers are use to put out fire's

Needs review

41

Emergency Assembly Point

the emergency assembly point is the place everyone meet's up after an emergency

Score / 2 pts  
Needs review

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Page 21 of 32

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Page 22 of 32

Data Operations Level 1 - November Exam 2024

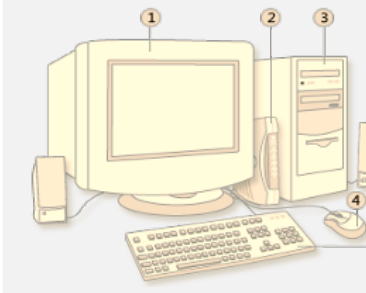
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1 / 1 pt

Correct 1/1 Points

42

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



Monitor

Incorrect 0/1 Points

43

Number 2

hardrive

Correct answers: Modem

Correct 1/1 Points

44

Number 3

pc

Correct answers: System Unit

Correct 1/1 Points

45

Number 4

Mouse

Correct 1/1 Points

46

Number 5

Speaker

Incorrect 0/1 Points

Auto-graded

Auto-graded

1 / 1 pt

Auto-graded

1 / 1 pt

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Page 23 of 32

https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=sh...ing\_ReviewAnswers&qid=rf3f8f8f917ed40ceb4eb0e3f6d9185&ridx=1

Page 24 of 32

Data Operations Level 1 - November Exam 2024

03/06/2025, 2:24 PM

03/06/2025, 2:24 PM

✖ Incorrect 0/1 Points

47

Number 6

de

Correct answers: 

Printer

✓ Correct 1/1 Points

48

Number 7

keyboard

0 / 1 pt

Auto-graded

1 / 1 pt

✖ Incorrect 4/7 Points

49

Match the file extension to its correct file type or application:

	.DOCX	.JPG	.PDF
Powerpoint presentation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Portable document format	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Word Document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio file	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Executable program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
image file	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

State the function of the following devices: Section E - 16 marks

4 / 7 pts

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Page 25 of 32

https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=sh...ing\_ReviewAnswers&qid=rf3f8f8f917ed40ceb4eb0e3f6d9185&ridx=1

Page 26 of 32

Data Operations Level 1 - November Exam 2024

03/06/2025, 2:24 PM

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✓ Correct 2/2 Points

50

Keyboard

the keyboard is an input device that's type's data in the computer

✍ Needs review

51

Printer

uu

✍ Needs review

52

Monitor

jj

✍ Needs review

53

Speaker

jj

2 / 2 pts

Score / 2 pts

Needs review

Score / 2 pts

Needs review

Score / 2 pts

Needs review

✓ Correct 2/2 Points

54

Mouse

a mouse is a device use to move around and click thing on the computer

✖ Incorrect 0/1 Points

0 / 1 pt

2 / 2 pts

Score / 2 pts

Needs review

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Page 27 of 32

https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=sh...ing\_ReviewAnswers&qid=rf3f8f8f917ed40ceb4eb0e3f6d9185&ridx=1

Page 28 of 32

Data Operations Level 1 - November Exam 2024


03/06/2025, 2:24 PM

Data Operations Level 1 - November Exam 2024

03/06/2025, 2:24 PM

55

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a file is the info found in the folder

Needs review

56

State whether the image is a file or folder.



jj

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.

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Page 29 of 32

https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=sh...ing\_ReviewAnswers&qid=rf3f8f8f917ed40ceb4eb0e3f6d9185&ridx=1

Page 30 of 32

Data Operations Level 1 - November Exam 2024

03/06/2025, 2:24 PM

Data Operations Level 1 - November Exam 2024

03/06/2025, 2:24 PM

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.

idk

Score 0 / 4 pts

Needs review

0 / 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 is it important to wear safety equipment.

idk

Score 0 / 4 pts

Needs review

0 / 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.

idk

Score 0 / 4 pts

Needs review

0 / 4 pts

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Page 31 of 32

https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=sh...ing\_ReviewAnswers&qid=rf3f8f8f917ed40ceb4eb0e3f6d9185&ridx=1

Page 32 of 32