Review: Data Operations Level 1 - November Exam 2024

Respondent		24:27	73/86
5	Jaylen Bernadin	Time to complete	Points

Section A - 20 Multiple Choice

✓ **Correct** 1/1 Points

[1] ⟨⟩ / 1 pt
Auto-graded

1

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

○ Smoke Detector

◉ Fire Extinguishers ✓

○ Fire Alarm

○ Alarm Detector

✕ **Incorrect** 0/1 Points

0 ⟨⟩ / 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

`3`

How should you handle a suspicious package in the workplace?

1   ‹› / 1 pt
Auto-graded

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

✓ **Correct** 1/1 Points

`4`

Which of the following is an emergency?

1   ‹› / 1 pt
Auto-graded

- ◯ Nosebleed
- ◯ Loose objects
- ⦿ Fire ✓
- ◯ No internet

✗ **Incorrect** 0/1 Points

`5`

Which of the following is a potential emergency?

0   ‹› / 1 pt
Auto-graded

- ◯ 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

✕ **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

✕ **Incorrect** 0/1 Points

0 ⇕ / 1 pt
Auto-graded

11

The monitor is an example of _____.

◯ Software

◯ Storage

◯ Hardware ✓

◉ television

✓ **Correct** 1/1 Points

1 ⬍ / 1 pt
Auto-graded

12

A printer is a(n) _____.

◯ Input Device

◯ Storage Device

◉ Output Device ✓

◯ processing device

✓ **Correct** 1/1 Points

1 ⬍ / 1 pt
Auto-graded

13

A keyboard is a(n) _____ device.

◯ Output

◉ Input ✓

◯ Storage

◯ processing

✓ **Correct** 1/1 Points

1 ⬍ / 1 pt
Auto-graded

14

Joysticks can be used to

◯ Print

◯ Scan

◉ Play games ✓

◯ scroll

✕ **Incorrect** 0/1 Points

15

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

0 ⌄ / 1 pt
Auto-graded

◉ Software

◯ Hardware

◯ Peripheral ✓

◯ internet

✓ **Correct** 1/1 Points

16

Monitors and Speakers are types of?

1 ⌄ / 1 pt
Auto-graded

◯ Storage Devices

◯ Input Devices

◉ Output Devices ✓

◯ Processing Devices

✕ **Incorrect** 0/1 Points

17

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

0 ⌄ / 1 pt
Auto-graded

◯ Central Processing Unit (CPU) ✓

◯ Hard drive

◯ Keyboard

◉ Control Processing Unit (CPU)

✕ **Incorrect** 0/1 Points

0 ⌄ / 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 a friend to share one with you

✓ **Correct** 1/1 Points

1 ⌄ / 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 Points

`1` ⇕ / 1 pt
Auto-graded

21

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

⦿ True ✓

◯ False

✕ **Incorrect** 0/1 Points

`0` ⇕ / 1 pt
Auto-graded

22

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

⦿ True

◯ False ✓

✓ **Correct** 1/1 Points

`1` ⇕ / 1 pt
Auto-graded

23

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

⦿ True ✓

◯ False

✕ **Incorrect** 0/1 Points

`0` ⇕ / 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 Points

1 ⇕ / 1 pt
Auto-graded

`25`

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

◉ True ✓

◯ False

✓ **Correct** 1/1 Points

1 ⇕ / 1 pt
Auto-graded

`26`

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

◉ True ✓

◯ False

✓ **Correct** 1/1 Points

1 ⇕ / 1 pt
Auto-graded

`27`

You should use proper shutdown procedures for the computer.

◉ True ✓

◯ False

✓ **Correct** 1/1 Points

1 ⇕ / 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 extinguisher

✓ **Correct** 1/1 Points

1 ↕ / 1 pt
Auto-graded

`30`

Name the image_____

Burglar Alarm

✓ **Correct** 1/1 Points

1 ↕ / 1 pt

`31`

Name the image_____

Fire alarm

✓ **Correct** 1/1 Points   1 ⇕ / 1 pt

32

Name the image

Smoke detector

✓ **Correct** 1/1 Points   1 ⇕ / 1 pt

33

Name the image_____.

Door chains
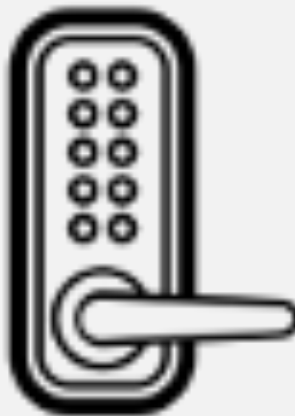
Correct answers: Door chain

✓ **Correct** 1/1 Points   1 ⇕ / 1 pt

34

Question

Electrionic lock

Correct answers: Electronic Lock

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

✓ **Correct** 2/2 Points

35

Fire Alarm

2 ⌄ / 2 pts

Fire alarm is to for people to use to pull down when there is a fire happening to alret other people.

✓ **Correct** 2/2 Points

36

Door Chains

2 ⌄ / 2 pts

Door chain is a security lock for a door and used to prevent robbery and other causes.

✓ **Correct** 2/2 Points

37

Smoke Detector

2 ⌄ / 2 pts

Smoke detector is used to detect smoke and alert other people.

✓ **Correct** 2/2 Points

38

Electronic Locks

2 ⌄ / 2 pts

Electionic lock is use a electronic lock that is used to properply locked doors and needs a passcode to unlock.

✉ **Needs review**

39

Non-Skid Mats

Score ⌄ / 2 pts
Needs review

No answer provided.

✓ **Correct** 2/2 Points   2 ⌄ / 2 pts

40

Fire Extinguishers

Fire extinguisher are used to put out base of fires.

✓ **Correct** 2/2 Points   2 ⌄ / 2 pts
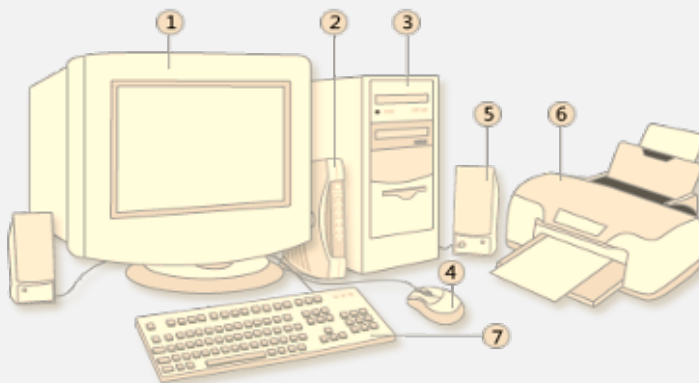
41

Emergency Assembly Point

Emergency assemly point is a sign that shows you where everyone is supposed to be gathered.

✓ **Correct** 1/1 Points   1 ⌄ / 1 pt

42

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

Moniter

✗ **Incorrect** 0/1 Points   0 ⌄ / 1 pt
                                                                Auto-graded

43

Number 2

CD reader

Correct answers: Modem

✓ **Correct** 1/1 Points

`1` ⟳ / 1 pt
Auto-graded

44

Number 3

System Unit

✓ **Correct** 1/1 Points

`1` ⟳ / 1 pt
Auto-graded

45

Number 4

Mouse

✓ **Correct** 1/1 Points

`1` ⟳ / 1 pt
Auto-graded

46

Number 5

Speaker

✓ **Correct** 1/1 Points

`1` ⟳ / 1 pt
Auto-graded

47

Number 6

Printer

✓ **Correct** 1/1 Points

`1` ⟳ / 1 pt

48

Number 7

Keyboard

✓ **Correct** 7/7 Points   7 ⇕ / 7 pts

49

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

	.DOCX	.JPG	.PDF	.PPTX	.MP4
Powerpoint presentation	○	○	○	◉	○
Portable document format	○	○	◉	○	○
Word Document	◉	○	○	○	○
Video file	○	○	○	○	◉
Audio file	○	○	○	○	○
Executable program	○	○	○	○	○
image file	○	◉	○	○	○

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

✓ **Correct** 2/2 Points   2 ⇕ / 2 pts

50

Keyboard

Keyboards are used type words into the computer.

✓ **Correct** 2/2 Points   2 ⇕ / 2 pts

51

Printer

Printer is use to print images

✓ **Correct** 2/2 Points   2 ⇕ / 2 pts

52

Monitor

Moniter is use to display the screen from the system unit

✓ **Correct** 2/2 Points   2 ⇅ / 2 pts

53

Speaker

Speaker is a device that is used to hear sounds

✓ **Correct** 2/2 Points   2 ⇅ / 2 pts

54

Mouse

Mouse is used to be a pointer on the moniter

✓ **Correct** 1/1 Points   1 ⇅ / 1 pt

55

Sate whether the image is a file or folder

Foler

✓ **Correct** 1/1 Points   1 ⇅ / 1 pt

56

State whether the image is a file or folder.

File

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.

✓ **Correct** 4/4 Points   4 ⌄ / 4 pts

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.

Scenario 1 is to first remove the cable from the floor so nobody can trip and get a injury.
Scenario 2 The old equipment should be disposed of or recycled if it can be.

✓ **Correct** 4/4 Points   4 ⌄ / 4 pts

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.

It is important to where your proper (PPE) because if you do not wear it you can cause yourself getting electricuded and other hazards.

✓ **Correct** 4/4 Points   4 ⌄ / 4 pts

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.

1 way to prevent this risk is to alway remember to logg off because other people might delete all your files.
2 way to prevent this risk is by putting a security lock in the computer only that you know.