

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

Respondent

8

Chavez Oreste

31:02

Time to complete

63/86

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

**X Incorrect** 0/1 Points

0 / 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

✓ Correct 1/1 Points

1 / 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

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

0 / 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

✓ Correct 1/1 Points

1 / 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

✓ 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

**X 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

**X 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

**X Incorrect** 0/1 Points

0 / 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

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



Burglar Alarm

✓ Correct 1/1 Points

1 / 1 pt

31

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

—



Fire Alarm

✓ Correct 2/1 Points

2 / 1 pt

Extra credit!

32

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



Smoke detector

✓ Correct 1/1 Points

1 / 1 pt

Auto-graded

33

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



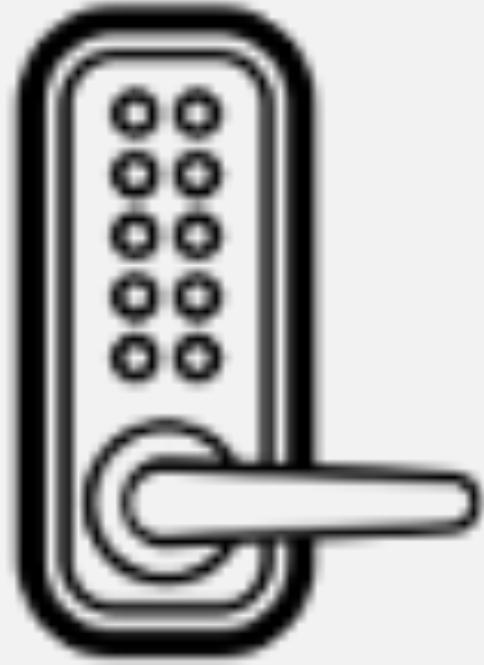
Door chain

✓ Correct 1/1 Points

1 / 1 pt

34

Q  
u  
e  
s  
ti  
o  
n



Electronic Look

Correct answers: Electronic Lock

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

**X Incorrect** 1/2 Points

1 / 2 pts

35

Fire Alarm

A fire alarm is use to for emergency

**X Incorrect** 0/2 Points

0 / 2 pts

36

Door Chains

Is to stop someone from entering

**X Incorrect** 0/2 Points

0 / 2 pts

37

Smoke Detector

A smoke Detector is so detect smoke

**✓ Correct** 2/2 Points

2 / 2 pts

38

Electronic Locks

A electronic Lock is to make sure that nobody enter the building or house

✓ **Correct** 2/2 Points

2 / 2 pts

39

Non-Skid Mats

are Mats to stop fall damage

✗ **Incorrect** 1/2 Points

1 / 2 pts

40

Fire Extinguishers

Fire Extinguisher is to put of fire

✗ **Incorrect** 1/2 Points

1 / 2 pts

41

Emergency Assembly Point

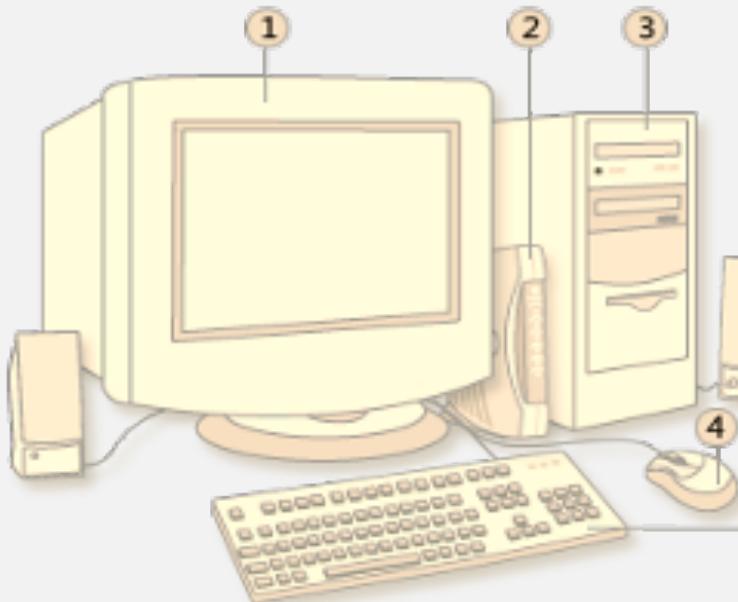
Emergency Assembly Point is where you are supposed to meet

✓ 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

scanner

Correct answers:

Modem

**X Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

44

Number 3

Computer

Correct answers: 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

47

Number 6

1 / 1 pt

Auto-graded

Printer

✓ **Correct** 1/1 Points

48

Number 7

1 / 1 pt

Keyboard

✓ Correct 7/7 Points

7 / 7 pts

49

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

.DOCX

.JPG

.PDF

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

**X Incorrect** 1/2 Points

1 / 2 pts

50

Keyboard

Keyboard is to make a keyboards number letters

**✓ Correct** 2/2 Points

2 / 2 pts

51

Printer

Is to print out things from the device

**✓ Correct** 2/2 Points

2 / 2 pts

52

Monitor

is to show what are you doing on the computer

**✓ Correct** 2/2 Points

2 / 2 pts

53

Speaker

Speaker is to give back a louder sound

✓ **Correct** 2/2 Points

2 / 2 pts

54

Mouse

Is a curse for the computer

✓ **Correct** 1/1 Points

1 / 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



Folder

**X Incorrect** 0/1 Points

0 / 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.

**X Incorrect** 3/4 Points

3 / 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.

First to remove all electrical cables away from the main office to not cause a hazard

To ensure that all emergency exit are not block

**X Incorrect** 2/4 Points

2 / 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.

Is important to wear your Protective Clothing Equipment so that you dont get harm or hurting your self.

**X Incorrect** 2/4 Points

2 / 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.

To double check that the client files were not found unlocked.  
To make sure that the computer are shut down when finish using them.