# Review: Data Operations Level 1 - November Exam 2024

Respondent

13 Rick Denostin

43:35
Time to complete

52/86
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

✓ **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

✗ **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

✓ **Correct** 1/1 Points

1 / 1 pt
Auto-graded

10

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

- Software
- Data
- Hardware ✓
- computer

✓ **Correct** 1/1 Points

1 / 1 pt
Auto-graded

11

The monitor is an example of _____.

- Software
- Storage
- Hardware ✓
- television

✕ **Incorrect** 0/1 Points

0 / 1 pt
Auto-graded

12

A printer is a(n) _____.

- (●) Input Device
- ( ) Storage Device
- ( ) Output Device ✓
- ( ) processing device

✕ **Incorrect** 0/1 Points

0 / 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

✗ **Incorrect** 0/1 Points

0 / 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

✗ **Incorrect** 0/1 Points

0 / 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 ✓

✕ **Incorrect** 0/1 Points

0 / 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

✗ **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 extinguiser

✓ **Correct** 1/1 Points

1 / 1 pt

30

Name the image ____

Burgler Alarm

**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

Name the image

Smoke detector

✓ **Correct** 1/1 Points

1 / 1 pt

33

Name the image ____.

Door chains

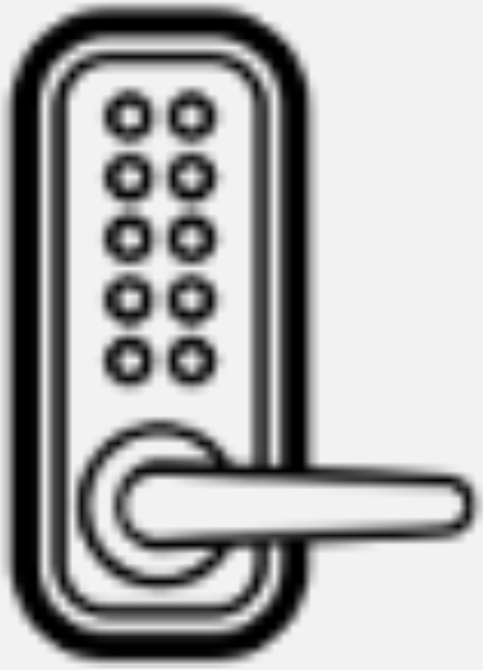
**Correct answers:** Door chain

✓ **Correct** 1/1 Points

1 / 1 pt
Auto-graded

34

Question



Electronic Lock

## 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

A Fire Alarm is used to detect if there is a fire or not

✓ **Correct** 2/2 Points

2 / 2 pts

36

Door Chains

A Door chain is used as a protective mechanisim for theives. it is used to keep the door lock.

✓ **Correct** 2/2 Points

2 / 2 pts

37

Smoke Detector

A Smoke detector is used to NOTICE/DETEC smoke.

✓ **Correct** 2/2 Points

2 / 2 pts

38

Electronic Locks

Just like the door lock electronic locks are used to automaticly lock doors.

**Needs review**

Score / 2 pts
Needs review

39

Non-Skid Mats

i have no idea

**Correct** 2/2 Points

2 / 2 pts

40

Fire Extinguishers

A fire extinngusher is used to put out small or big fires.

**Needs review**

Score / 2 pts
Needs review

41

Emergency Assembly Point

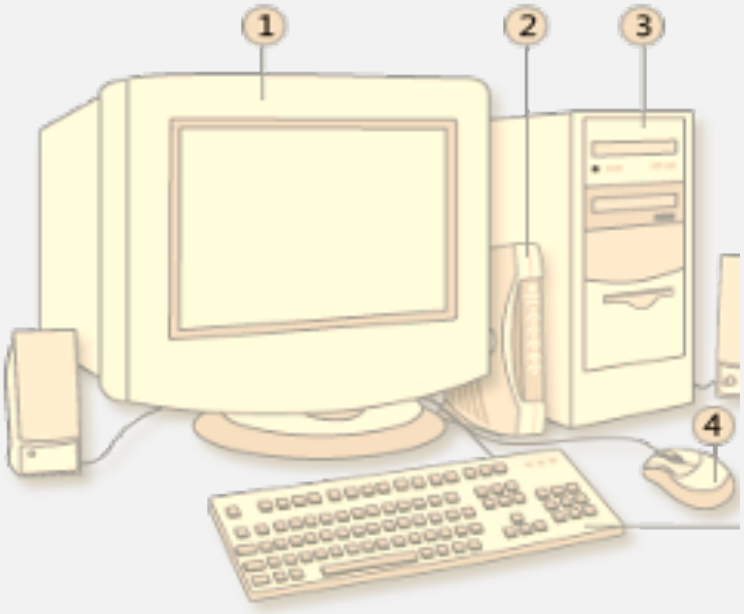
i have no idea

✓ **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**




Monitor

✗ **Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

43

Number 2

No answer provided.

✕ **Incorrect** 0/1 Points

0 / 1 pt
Auto-graded

44

Number 3

No answer provided.

✓ **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

47

Number 6

Printor

**Correct answers:** Printer

✓ **Correct** 1/1 Points

1 / 1 pt

48

Number 7

keyboard

✕ **Incorrect** 3/7 Points

3 / 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

✓ **Correct** 2/2 Points

2 / 2 pts

50

Keyboard

A keyboar is used to type data into the computer

✓ **Correct** 2/2 Points

2 / 2 pts

51

Printer

A printer is used to print out data.

**Needs review**

Score / 2 pts
Needs review

52

Monitor

a Monitor is used to show data

✓ **Correct** 2/2 Points

2 / 2 pts

53

Speaker

a speaker is used to listen to sound

**Needs review**

Score / 2 pts

Needs review

54

Mouse

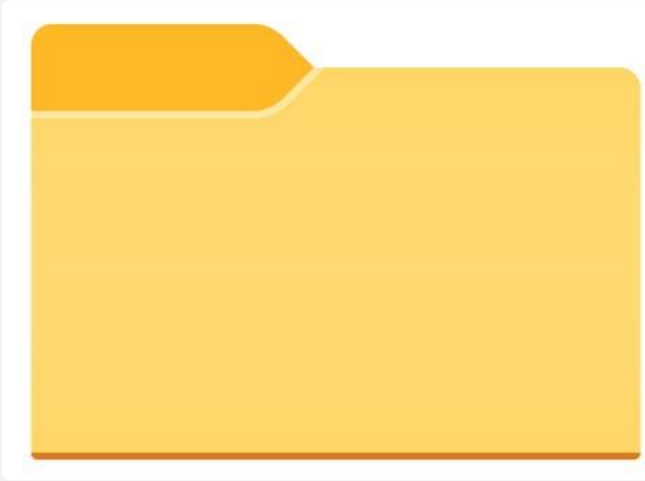
a Mouse is used to interact with data

**Needs review**

Score / 1 pt

Needs review

55



Sate whether the image is a file or folder

file

**Needs review**

Score / 1 pt
Needs review

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.

✕ **Incorrect** 1/4 Points

1 / 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.

1. Organise the cables
2. Remove the old equipment

✕ **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.

it is important to wear safety equipment beacuse it dicreases the risk of injury

✕ **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.

1. ALWAYS log out when you are finish working
2. DO NOT share a desk with work parthners to increas your online safety