

Review: Data Operations Level 1 - November Exam 2024

Respondent

9

Wedgina Denord

30:59

Time to complete

48/86

Points

Section A - 20 Multiple Choice

✗ **Incorrect** 0/1 Points

0 / 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

✓ **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

✖ Incorrect 0/1 Points

0 / 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 friend to share one with you

✖ **Incorrect** 0/1 Points

0 / 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

✖ **Incorrect** 0/1 Points

0 / 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

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Burglar Alarm

✓ **Correct** 1/1 Points

1 / 1 pt

31

Name the
image_____



fire alarm

✓ **Correct** 1/1 Points

1 / 1 pt

32

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smoke detcecter

✓ **Correct** 1/1 Points

1 / 1 pt

Auto-graded

33

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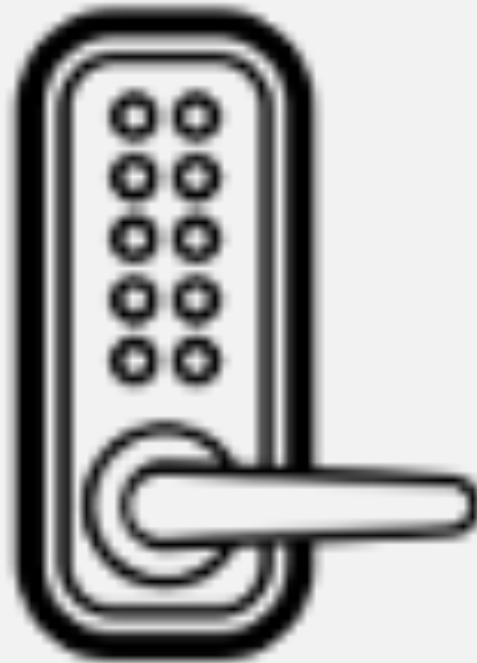
Door chain

✓ **Correct** 1/1 Points

1 / 1 pt
Auto-graded

34

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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 send an alarm when there's a fire

 **Needs review**

36

Door Chains

No answer provided.

Score  / 2 pts


Needs review

 **Incorrect** 0/2 Points

37

Smoke Detector

a smoke detector is to tell when there's too much smoke in the environment

0  / 2 pts **Needs review**


38

Electronic Locks

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**

39

Non-Skid Mats

No answer provided.

Score  / 2 pts

Needs review

✖ **Incorrect** 1/2 Points

1 / 2 pts

40

Fire Extinguishers

fire extinguishers is use when there is a fire

📝 **Needs review**

Score / 2 pts

Needs review

41

Emergency Assembly Point

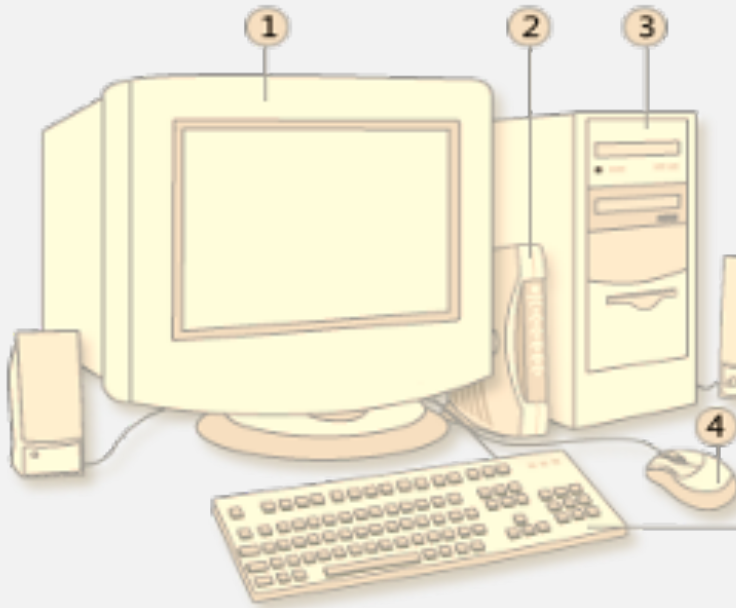
No answer provided.

✓ **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

No answer provided.

✖ **Incorrect** 0/1 Points

0 / 1 pt
Auto-graded

44

Number 3

bar code

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

1 / 1 pt
Auto-graded

47

Number 6

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	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Portable document format	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Word Document	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>

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

 **Needs review**

50

Keyboard

a keyboard helps you to type

Score  / 2 pts

Needs review

 **Correct** 2/2 Points

51

Printer

printer is to print info or images

2  / 2 pts **Needs review**

52

Monitor

No answer provided.

Score  / 2 pts

Needs review

 **Incorrect** 1/2 Points

53

Speaker

a speaker to hear something louder

1  / 2 pts

 **Needs review**

54

Mouse

No answer provided.

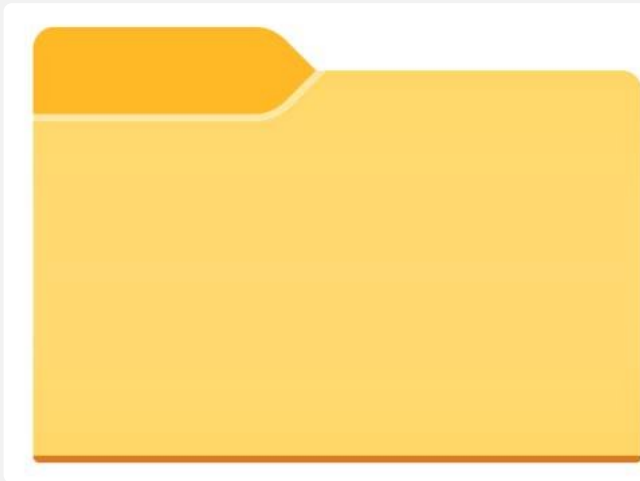
Score  / 2 pts

Needs review

 **Correct** 1/1 Points1  / 1 pt

55

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folder

✓ **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.

✗ **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.

move the electrical cables running across the floor and remove the blocked by old equipment awaiting disposal cause its very dangerous and can get u injury

✗ **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.

its important to wear safety equipments because if you dont wear them you can get injury

✓ **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.

it can be delete, ways to prevent such risks is to locked the files and make sure that u logged out overnight.