

Review: Data Operations Level 1 - November Exam 2024

Respondent

6

Johnson Laguarre

22:48

Time to complete

22/86

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

✓ **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

✖ 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

✓ **Correct** 1/1 Points

1 / 1 pt
Auto-graded

16

Monitors and Speakers are types of?

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

✗ **Incorrect** 0/1 Points

0 / 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

✖ **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

✓ **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

✖ **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 Extinguishers

✖ **Incorrect** 0/1 Points

0 / 1 pt
Auto-graded

30

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Non-Skid Mats

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

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Smoke Detector

✓ **Correct** 1/1 Points

1 / 1 pt

33

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Door Chains

Correct answers:

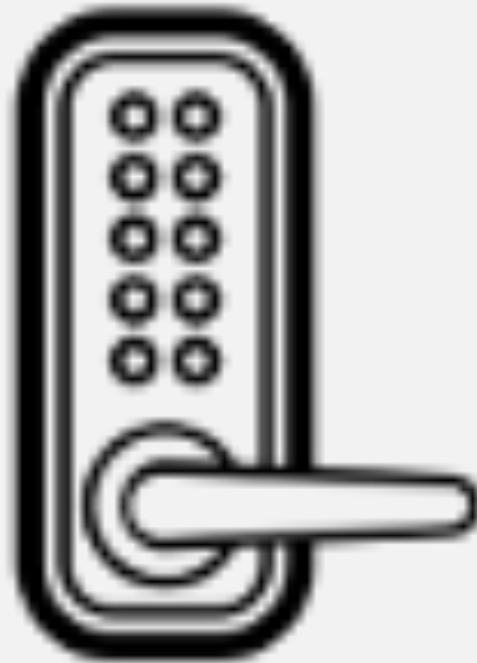
Door chain

✓ **Correct** 1/1 Points

1 / 1 pt

34

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Electronic Locks

Correct answers:

Electronic Lock

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

 **Needs review**


35

Fire Alarm

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**

36

Door Chains

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**

37

Smoke Detector

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**

38

Electronic Locks

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**Score  / 2 pts

Needs review

39

Non-Skid Mats

No answer provided.

 **Needs review**Score  / 2 pts

Needs review

40

Fire Extinguishers

No answer provided.

 **Needs review**Score  / 2 pts

Needs review

41

Emergency Assembly Point

No answer provided.

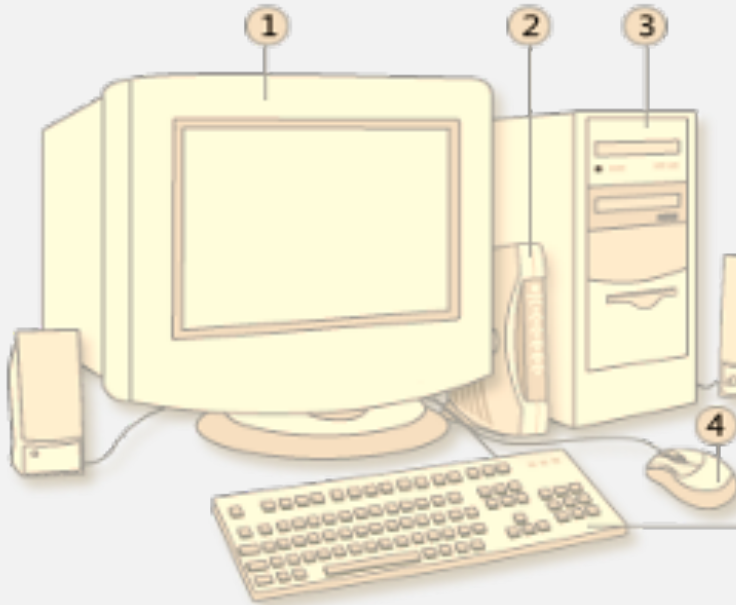
Needs review

Score / 1 pt

Needs review

42

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



No answer provided.

✗ 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.

✖ **Incorrect** 0/1 Points

0 / 1 pt
Auto-graded

45

Number 4

No answer provided.

✖ **Incorrect** 0/1 Points

0 / 1 pt
Auto-graded

46

Number 5

No answer provided.

✖ **Incorrect** 0/1 Points

0 / 1 pt
Auto-graded

47

Number 6

No answer provided.

 **Needs review**Score  / 1 pt

Needs review

48

Number 7

No answer provided.

 **Needs review**Score  / 7 pts

Needs review

49

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

No answer provided.

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

 **Needs review**Score  / 2 pts

Needs review

50

Keyboard

No answer provided.

 **Needs review**

51

Printer

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**

52

Monitor

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**

53

Speaker

No answer provided.

Score  / 2 pts

Needs review

 **Needs review**

54

Mouse

No answer provided.

Score  / 2 pts

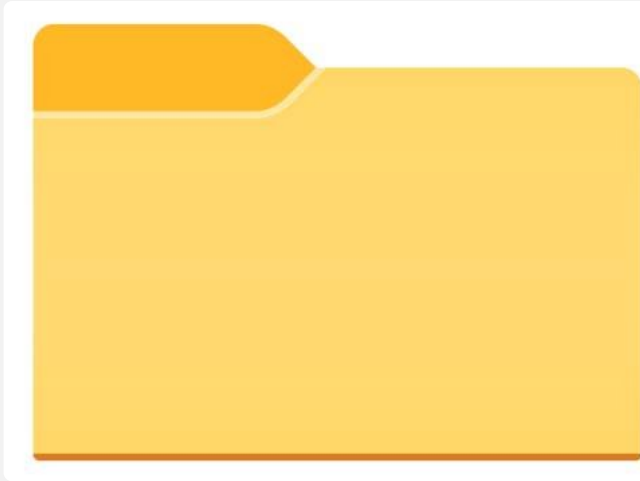
Needs review

✖ **Incorrect** 0/1 Points

0 / 1 pt

55

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file

✖ **Incorrect** 0/1 Points

0 / 1 pt

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.

 **Needs review**Score  / 4 pts

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.

No answer provided.

 **Needs review**Score  / 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.

No answer provided.

 **Needs review**Score  / 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.

No answer provided.