

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

Respondent

12

Shonstart Pierrette

34:14

Time to complete

71/86

Points

### Section A - 20 Multiple Choice

✓ Correct 1/1 Points

1

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

1 / 1 pt

Auto-graded

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

**X Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

4

Which of the following is an emergency?

 Nosebleed Loose objects Fire ✓ No internet**X 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

✗ 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

✓ 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

**X Incorrect** 0/1 Points

0 / 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

✓ Correct 1/1 Points

1 / 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)

**X 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 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

30

Name the image  
—  
—  
—  
—



keypad password lock

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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Lock

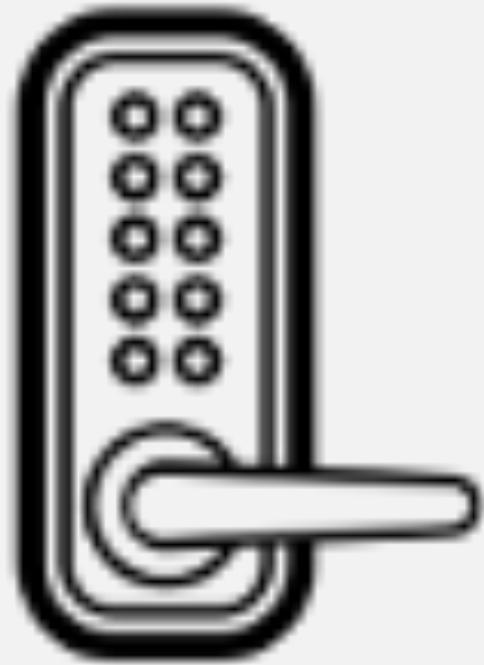
**Correct answers:** Door chain

✓ Correct 1/1 Points

1 / 1 pt

34

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Number pad 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

2 / 2 pts

35

## Fire Alarm

A fire alarm is used to set out a warning and alert everyone in the building or area that there is a fire happening

✓ **Correct** 2/2 Points

2 / 2 pts

36

## Door Chains

A door chain is used to secure your house door but not really affective in some situtaions.

✓ **Correct** 2/2 Points

2 / 2 pts

37

## Smoke Detector

A smoke detector is used to alert everyone there is a nearby fire or something is causing smoke in the building

✓ Correct 2/2 Points

2 / 2 pts

38

### Electronic Locks

A electronic locks which either require a finger print or a number password to be unlocked or a palm scan.

✗ Needs review

Score / 2 pts

Needs review

39

### Non-Skid Mats

i don't remember this one... a skid mat is used... for to resist fire?

✓ Correct 2/2 Points

2 / 2 pts

40

### Fire Extinguishers

A fire extinguisher is used to put out fires there are different types of fire extinguishers which is marked on the fire extinguisher as a sticker on it

✓ Correct 2/2 Points

2 / 2 pts

41

Emergency Assembly Point

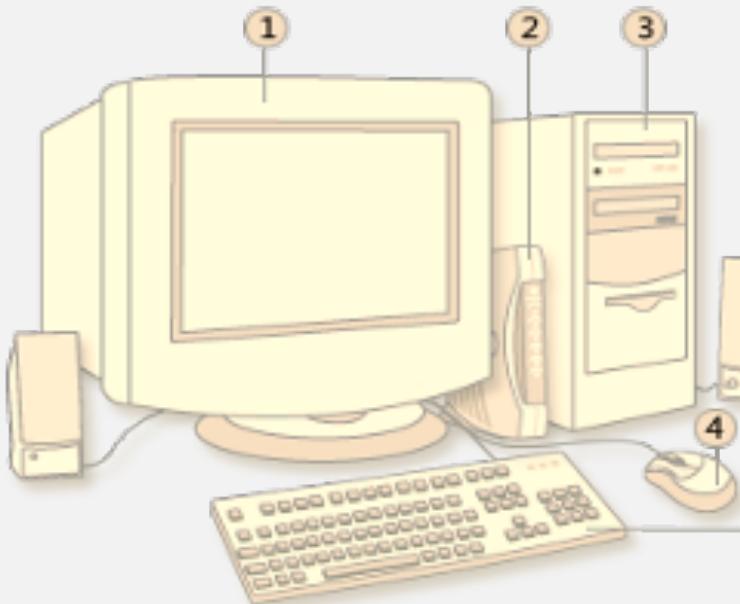
A fire assembly point is where everyone evacuate the building and all assemble at one point.

✓ 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**



1. Monitor 2. Floppy disk 3. CD ROM or CD disk 4. Mouse  
5. Speaker 6. Printer 7. Keyboard

**X Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

43

Number 2

floppy disk

Correct answers:

Modem

**✓ Correct** 1/1 Points

1 / 1 pt

44

Number 3

CD ROM or CD DISK

Correct answers:

System Unit

**✓ Correct** 1/1 Points

1 / 1 pt

Auto-graded

45

Number 4

Mouse

✓ Correct 1/1 Points

1 / 1 pt

46

Number 5

Speakers

Correct answers: 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

**X Incorrect 4/7 Points**

4 / 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 keyboard is a input device which it use to input words or numbers into the computer screen but accutally is not words that are being put in it is accutal alot of 0s and 1s which the computer has to translate to put the words or either number on the computer

✓ **Correct** 2/2 Points

2 / 2 pts

51

Printer

A printer is used to printer Digital copies which was either send from a laptop through wifi or wired it can print in black white and color(input device)

✓ **Correct** 2/2 Points

2 / 2 pts

52

Monitor

A monitor is output device which is used to output visual data onto the screen of the monitor.

✓ **Correct** 2/2 Points

2 / 2 pts

53

Speaker

A speaker is a output device used to output sound or audio from the computer either connected though cable or bluetooth.

✓ **Correct** 2/2 Points

2 / 2 pts

54

Mouse

A mouse is a input device which is your cursor for your laptop which can be used to lots of things like dragging files into another folder and other things.

✓ **Correct** 1/1 Points

1 / 1 pt

55

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This is a folder

✓ Correct 1/1 Points

1 / 1 pt

56

State whether the image is a file or folder.



This is a pdf file used by notepad or Microsoft Word

## 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.

Suggestion 1.

deplugging the cables which is running through the ground and arrange them in a way for them to not get tripped or fall or either to avoid a accident after that plug the cords and everything should be set.

Suggestion 2.

Take all the old Equipment in a place where is reasonable where is can not block a exit or a emerngy exit which could be fatal if such things happen if a empty place is not being used put the old equipment there but arrange them well to not cause anything to fall.

✓ **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.

A the main Reason to usr your safety gear is to avoid being hurt like example using a soldering iron without gloves (gloves that can resist heat) you can get burns if your not careful and if your sawing metal and your not wearing safety googles sawing will make sparks and the smarks might go into your eye and make you go blind or tempory blind you.

✓ **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.

Suggestion 1. Always make a backup of your files and you can never know what you can lose you can also add a password to your folder and files if needed for extra security.  
Suggestion 2. Change the timeout or screen time on the Computer or seudale the time for it to shutdown if you left on at 11:00 PM you should put the computer to seudale it to shut down a few mins after or a hour later like 11:10 pm or 12:00 AM or add a finger print to it if it supports fingerprint.