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

Respondent

| 19 | Kerllie Georges |
|---|---|

**63:57**
Time to complete

**54/86**
Points

## Section A - 20 Multiple Choice

✓ **Correct** 1/1 Points

1 [ 1 ] / 1 pt
Auto-graded

**1**

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

○ Smoke Detector

◉ Fire Extinguishers ✓

○ Fire Alarm

○ Alarm Detector

**✕ Incorrect** 0/1 Points

0 ⇕ / 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

✕ **Incorrect**  0/1 Points

| 0 | ⌃⌄ / 1 pt |

Auto-graded

**4**

Which of the following is an emergency?

◉ Nosebleed

◯ Loose objects

◯ Fire  ✓

◯ No internet

✓ **Correct**  1/1 Points

| 1 | ⌃⌄ / 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

✓ **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

✕ **Incorrect** 0/1 Points

`0` ↕ / 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

**✓ 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

✗ **Incorrect**  0/1 Points

0 ⌃⌄ / 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

**18**

What is the easiest way to create a new folder on the desktop in Windows?

1    ⏷ / 1 pt
Auto-graded

◉ 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

**19**

Which of the following steps will create a new text file in a folder?

1    ⏷ / 1 pt
Auto-graded

◉ 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

✓ **Correct**  1/1 Points

1 ⌃⌄ / 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 EXTIN-GUISHER ; 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

Name the image

\_\_ \_\_ \_\_ \_\_

Burglar Alarm

✓ **Correct**  1/1 Points

1 ⇅  / 1 pt

**31**

Name the image_____
__



FIRE ALARM

✓ **Correct**  1/1 Points

1 ⇅  / 1 pt

✓ **Correct**  1/1 Points

1 ⇅ / 1 pt

**32**

Name the image



SMOKE DETECTOR

✓ **Correct**  1/1 Points

1 ⇅ / 1 pt

**33**

Name the image ____ ____ ____ _.



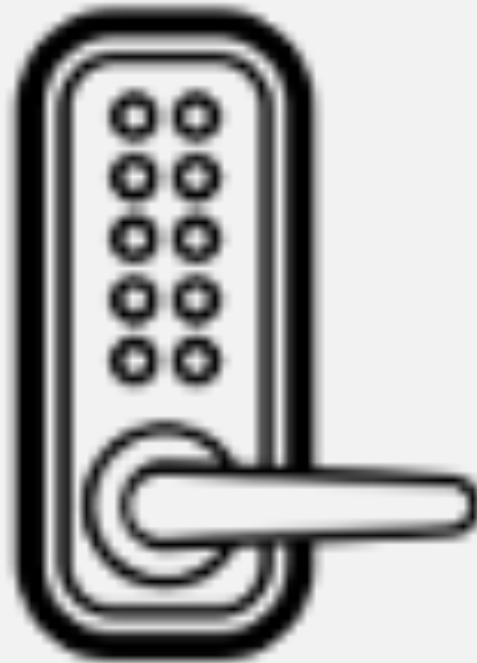DOOR CHAINS

**Correct answers:** Door chain

✓ **Correct**  1/1 Points

1 ⌄ / 1 pt

Auto-graded

**34**

Q
u
e
s
ti
o
n



Electronic Lock

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## 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

Fire alarm are use when fire is seen by someone

✓ **Correct**  2/2 Points                                                    2 ⬍ / 2 pts

**36**

Door Chains

Door chains is something you use to keep outsiders from
coming in your home

✓ **Correct**  2/2 Points                                                    2 ⬍ / 2 pts

**37**

Smoke Detector

Smoke detector is a device that detect when there is a smoke
in the area

✕ **Incorrect**  1/2 Points                                                    1 ⬍ / 2 pts

**38**

Electronic Locks

Electronic locks is a keypad that use power to lock doors

🖋 **Needs review**                                                    Score ⬍ / 2 pts
                                                                        Needs review

**39**

Non-Skid Mats

No answer provided.

✓ **Correct**  2/2 Points

2  ⇅  / 2 pts

**40**

Fire Extinguishers

Fire extinguisher is use to take out fire

✉ **Needs review**

Score ⇅  / 2 pts

Needs review

**41**

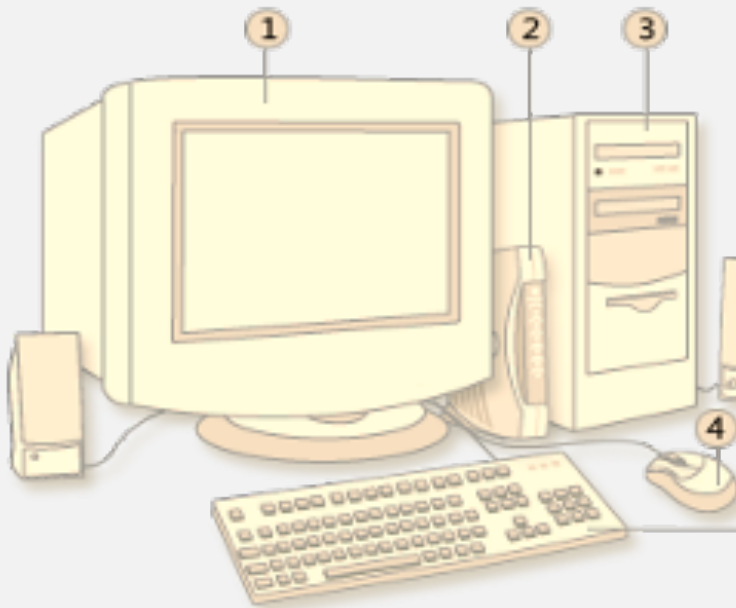Emergency Assembly Point

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**



computer

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✕ **Incorrect**  0/1 Points

0 ↕ / 1 pt

Auto-graded

**43**

Number 2

No answer provided.

✉️ **Needs review**

Score ↕ / 1 pt

✕ **Incorrect** 0/1 Points

`0` ⭥ / 1 pt

Auto-graded

**44**

Number 3

monitor

**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** 5/7 Points

5 ⏶⏷ / 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

keyboard is use to type texts

✓ **Correct** 2/2 Points

2 / 2 pts

51

Printer

printer is use to print hardcopy things

✉ **Needs review**

Score / 2 pts

*Needs review*

52

Monitor

monitor is basically a device that monitor a computer

✗ **Incorrect** 1/2 Points

1 / 2 pts

53

Speaker

speaker is used to hear sounds

**✍ Needs review**

54

Mouse

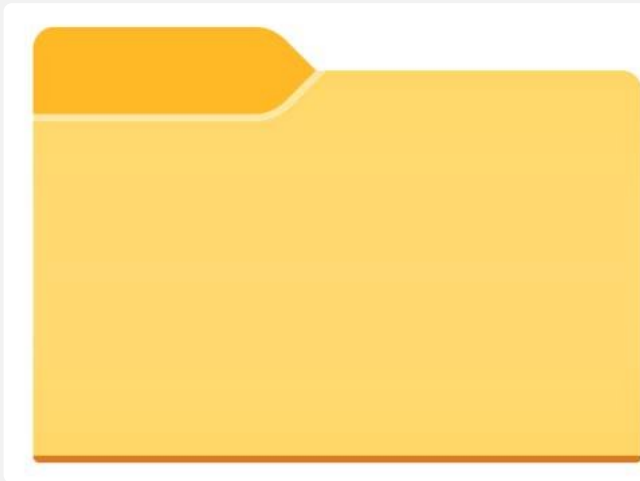mouse is used to direct you when the keypad not working

Score ⬍ / 2 pts

Needs review

✓ **Correct**  1/1 Points

1  ⬍  / 1 pt

Score ⬍ / 2 pts

**55**

State whether the image is a file or folder



folder

✕ **Incorrect**  0/1 Points

0 ⇕ / 1 pt

**56**

State wheth er the image is a file or folder.



file

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## 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.

they should start of with removing the wares out of the floor and throw away useless paper work in front of the exit way

✕ **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.

you need to wear your safety equipment to be more safe and protect you from danger

**✉ 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.

Score ↕ / 4 pts