

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

Respondent

17

Mardocche Francois

56:23

Time to complete

53/86

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

✓ 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

**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

**X 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

**X 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

✓ 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

**X Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

16

Monitors and Speakers are types of?

- Storage Devices
- Input Devices
- Output Devices ✓
- Processing Devices

**X 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

✓ 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

22

1 / 1 pt

Auto-graded

Take short breaks (10 to 60 seconds) throughout the workday to avoid back strain.

True

False ✓

✓ Correct 1/1 Points

23

1 / 1 pt

Auto-graded

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

✓ 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** 2/1 Points

2 / 1 pt

Extra credit!

30

N  
a  
m  
e  
t  
h  
e  
i  
m  
a  
g  
e



Burglar Alarm

✓ Correct 1/1 Points

1 / 1 pt

31

Name the  
image\_\_\_\_\_

—



FIRE ALARM

✓ Correct 1/1 Points

1 / 1 pt

32

N  
a  
m  
e  
t  
h  
e  
i  
m  
a  
g  
e



SMOKE DETECTOR

✓ Correct 1/1 Points

1 / 1 pt

33

N  
a  
m  
e  
t  
h  
e  
i  
m  
a  
g  
e  
—  
—  
—  
—.



DOOR CHAINS

Correct answers: Door chain

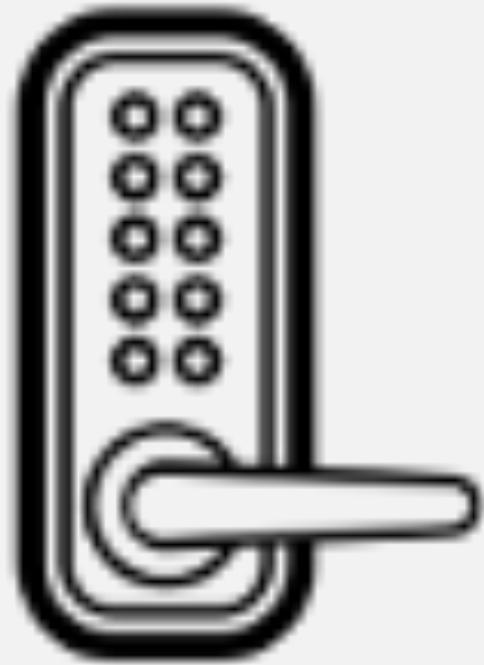
✓ Correct 1/1 Points

1 / 1 pt

Auto-graded

34

Q  
u  
e  
s  
ti  
o  
n



Electronic Lock

**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 use for when it do have fire A person or someone can rush to the alarm and pull and alert everybody to leave a building.

✗ **Incorrect** 1/2 Points

1 / 2 pts

36

## Door Chains

A door chain is use for to keep a house door everysecure.

✓ **Correct** 2/2 Points

2 / 2 pts

37

## Smoke Detector

A smoke detector detect a smoke or something burning in the house.

✓ **Correct** 2/2 Points

2 / 2 pts

38

Electronic Locks

A Electronic locks is a electronic device that useses to lock a house or a warehouse

✗ **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 Extinguishers is to put out fire.

✗ **Needs review**

Score / 2 pts

Needs review

41

Emergency Assembly Point

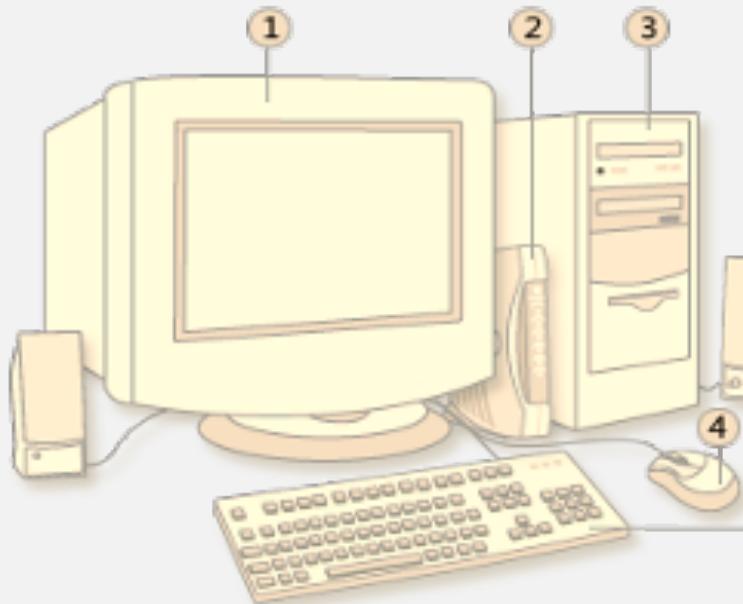
No answer provided.

✓ **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**



visual screen

✗ **Incorrect** 0/1 Points

0 / 1 pt

Auto-graded

43

Number 2

No answer provided.

**X 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

47

Number 6

1 / 1 pt  
Auto-graded

Printer

✓ Correct 1/1 Points

48

Number 7

1 / 1 pt

keyboard

✓ Correct 7/7 Points

7 / 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

**X Incorrect** 1/2 Points

1 / 2 pts

50

Keyboard

to click and text.

**☒ Needs review**

Score / 2 pts

Needs review

51

Printer

to print images

**☒ Needs review**

Score / 2 pts

Needs review

52

Monitor

No answer provided.

**X Incorrect** 1/2 Points

1 / 2 pts

53

Speaker

to play loud music.

 **Needs review**

54

Mouse

Score  / 2 pts

Needs review

to control the computer

 **Correct** 1/1 Points

1  / 1 pt

55

S  
at  
e  
w  
h  
et  
h  
e  
r  
t  
h  
e  
i  
m  
a  
g  
e  
is  
a  
fil  
e  
o  
r  
f  
ol  
d  
e  
r



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.

 **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.

To keep the electric hazard back in place

 **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 it is important to wear safety equipment.

to prevent getting a huge cut or worse that's why you have to use safety equipment.

**X 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.

never leave the files and the computer unlocked because any one can do something huge with it