

Review: Data Operations Level 1 - November Exam 2024

Respondent

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16:31

46/86

Time to complete

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

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 Detector1 / 1 pt
Auto-graded

✓ Correct 1/1 Points

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

4

Which of the following is an emergency?

1 / 1 pt
Auto-graded Nosebleed Loose objects Fire ✓ No internet

✗ Incorrect 0/1 Points

6

The science of designing the workstation to fit within the capabilities and limitations of the worker is called _____.

0 / 1 pt
Auto-graded Ergonomics ✓ Safety Occupational Health computer design

✗ Incorrect 0/1 Points

5

Which of the following is a potential emergency?

0 / 1 pt
Auto-graded Insect Bites Slippery/wet floors ✓ Earthquake computer blank screen

✓ Correct 1/1 Points

7

When sitting at the computer to work which of these things should you DO?

1 / 1 pt
Auto-graded 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

8

When using the computer what is the best position for your monitor?

1 / 1 pt
Auto-graded

- Looking down at your monitor
- Looking straight ahead ✓
- Looking up at your monitor
- dim light

✗ Incorrect 0/1 Points

9

Which of the following is recommended for cleaning computer keyboards?

0 / 1 pt
Auto-graded

- A feather duster
- A lint-free cloth ✓
- A gentle detergent
- sprinkle water and wipe

✓ Correct 1/1 Points

10

Parts of the computer that you can touch is known as:

- Software
- Data
- Hardware ✓
- computer

1 / 1 pt
Auto-graded1 / 1 pt
Auto-graded**✓ Correct** 1/1 Points

11

The monitor is an example of _____.

- Software
- Storage
- Hardware ✓
- television

✓ Correct 1/1 Points

12

A printer is a(n) _____.

1 / 1 pt
Auto-graded

- Input Device
- Storage Device
- Output Device ✓
- processing device

✓ Correct 1/1 Points

14

Joysticks can be used to

1 / 1 pt
Auto-graded

- Print
- Scan
- Play games ✓
- scroll

✓ Correct 1/1 Points

13

A keyboard is a(n) _____ device.

1 / 1 pt
Auto-graded

- Output
- Input ✓
- Storage
- processing

✗ Incorrect 0/1 Points

15

A (n)_____ device allow us to communicate with the computer.

0 / 1 pt
Auto-graded

- Software
- Hardware
- Peripheral ✓
- internet

✓ Correct 1/1 Points

16

Monitors and Speakers are types of?

1 / 1 pt
Auto-graded

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

✓ Correct 1/1 Points

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

17

Which of the following is consider the brain of the computer?

1 / 1 pt
Auto-graded

- Central Processing Unit (CPU) ✓
- Hard drive
- Keyboard
- Control Processing Unit (CPU)

✗ Incorrect 0/1 Points

19

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

✓ Correct 1/1 Points

20

How can you rename a folder or file on a Windows computer?

1 / 1 pt
Auto-graded

- 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

21

A computer is an electronic device that accepts data, performs calculations, and outputs the results.

1 / 1 pt
Auto-graded

- True ✓
- False

✗ Incorrect 0/1 Points

22

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

- True
- False ✓

X Incorrect 0/1 Points

24

Look away from your work, blink several times and flex and stretch your muscles to avoid eye strain

0 / 1 pt
Auto-graded True ✓ False ✓**✓ Correct** 1/1 Points

25

Do not touch the computer nor its peripheral devices with wet hands.

1 / 1 pt
Auto-graded True ✓ False**X Incorrect** 0/1 Points

26

You should ensure that electrical cables or wires do run across walkways.

 True ✓ False**✓ Correct** 1/1 Points

27

You should use proper shutdown procedures for the computer.

1 / 1 pt
Auto-graded True ✓ False**✓ Correct** 1/1 Points

28

A monitor is also called a visual display unit.

1 / 1 pt
Auto-graded 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

29

Name the image



1 / 1 pt

FIRE EXTINGUISHER

✓ Correct 1/1 Points

30



Burglar Alarm

1 / 1 pt
Auto-graded

✓ Correct 1/1 Points

31

Name the image _____



FIRE ALARM

1 / 1 pt

✓ Correct 1/1 Points

32

Name the image _____



SMOKE DETECTOR

1 / 1 pt

✓ Correct 1/1 Points

1 / 1 pt

33

Name the image _____



DOOR CHAINS

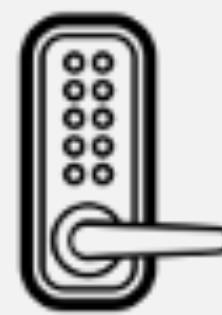
Correct answers:

1 / 1 pt

✓ Correct 1/1 Points

34

Name the image _____



Electronic Lock

1 / 1 pt
Auto-graded

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

use to tell if there's a fire

X Incorrect 1/2 Points

36

Door Chains

it's use to stop people from breaking into your house

1 / 2 pts

✓ Correct 2/2 Points

40

Fire Extinguishers

2 / 2 pts

✓ Correct 2/2 Points

37

Smoke Detector

it's use to detect smoke

2 / 2 pts

X Incorrect 1/2 Points

38

Electronic Locks

these are lock's that use passcode

1 / 2 pts

✗ Needs review

39

Non-Skid Mats

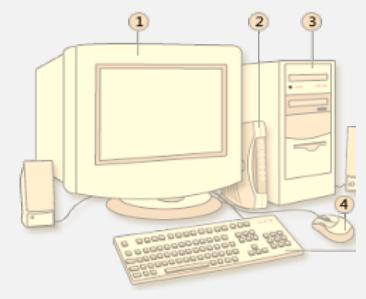
hh

Score 0 / 2 pts

Needs review

✓ Correct 1/1 Points

42

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

Monitor

1 / 1 pt

X Incorrect 0/1 Points

44

Number 3

0 / 1 pt

Auto-graded

pc

Correct answers: System Unit

1 / 1 pt

Auto-graded

✓ Correct 1/1 Points

45

Number 4

Mouse

1 / 1 pt

Auto-graded

✓ Correct 1/1 Points

46

Number 5

Speaker

X Incorrect 0/1 Points

43

Number 2

hardrive

0 / 1 pt

Auto-graded

Correct answers: Modem

X Incorrect 0/1 Points

47

Number 6

de

0 / 1 pt
Auto-graded**X Incorrect** 4/7 Points

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

50

Keyboard

the keyboard is an input device that's type's data in the computer

2 / 2 pts

✓ Correct 2/2 Points

54

Mouse

a mouse is a device use to move around and click thing on the computer

✉ Needs review

51

Printer

uu

Score 2 / 2 pts

Needs review

✉ Needs review

52

Monitor

jj

Score 2 / 2 pts

Needs review

✉ Needs review

53

Speaker

jj

Score 2 / 2 pts

Needs review

55

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a file is the info found in the folder

56

Score 0 / 1 pt
Needs review



State whether the image is a file or folder.

jj

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.

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.

Score 0 / 4 pts
Needs review

idk

Score 0 / 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.

Score 0 / 4 pts
Needs review

idk

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.

Incorrect 0/4 Points

0 / 4 pts

idk