

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
1	1.1 Hardware	<i>1.1.1 Concepts</i>	1.1.1.1	Understand the term hardware.
1	1.1 Hardware	<i>1.1.1 Concepts</i>	1.1.1.4	Know the main parts of a computer like: central processing unit (CPU), types of memory, hard disk, common input and output devices.
1	1.1 Hardware	<i>1.1.4 Input, Output Devices</i>	1.1.4.1	Identify some of the main input devices like: mouse, keyboard, trackball, scanner, touchpad, stylus, joystick, web camera (webcam), digital camera, microphone.
1	1.1 Hardware	<i>1.1.4 Input, Output Devices</i>	1.1.4.2	Know some of the main output devices like: screens/monitors, printers, speakers, headphones.
1	1.1 Hardware	<i>1.1.4 Input, Output Devices</i>	1.1.4.3	Understand some devices are both input and output devices like: touchscreens.
1	1.3 Networks	<i>1.3.1 Network Types</i>	1.3.1.1	Understand the terms local area network (LAN), wireless local area network (WLAN), wide area network (WAN).
1	1.3 Networks	<i>1.3.1 Network Types</i>	1.3.1.3	Understand what the Internet is and know some of its main uses.
1	1.4 ICT in Everyday Life	<i>1.4.1 Electronic World</i>	1.4.1.1	Understand the term Information and Communication Technology (ICT).
1	1.4 ICT in Everyday Life	<i>1.4.4 Health</i>	1.4.4.4	Recognize ways to help ensure a user's wellbeing while using a computer like: take regular stretches, have breaks, use eye relaxation techniques.
2	2.1 Operating System	<i>2.1.1 First Steps</i>	2.1.1.1	Start the computer and log on securely using a user name and password.
2	2.1 Operating System	<i>2.1.1 First Steps</i>	2.1.1.2	Restart the computer using an appropriate routine.
2	2.1 Operating System	<i>2.1.1 First Steps</i>	2.1.1.3	Shut down a non-responding application.
2	2.1 Operating System	<i>2.1.1 First Steps</i>	2.1.1.4	Shut down the computer using an appropriate routine.
2	2.1 Operating System	<i>2.1.1 First Steps</i>	2.1.1.5	Use available Help functions.
2	2.1 Operating System	<i>2.1.3 Working with Icons</i>	2.1.3.1	Identify common icons like those representing: files, folders, applications, printers, drives, recycle bin/wastebasket/trash.

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2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.2	Select and move icons.
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.3	Create, remove a desktop shortcut icon, make an alias.
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.4	Use an icon to open a file, folder, application.
2	2.1 Operating System	2.1.4 Using Windows	2.1.4.1	Identify the different parts of a window: title bar, menu bar, toolbar or ribbon, status bar, scroll bar.
2	2.1 Operating System	2.1.4 Using Windows	2.1.4.2	Collapse, expand, restore, resize, move, close a window.
2	2.1 Operating System	2.1.4 Using Windows	2.1.4.3	Switch between open windows.
2	2.2 File Management	2.2.3 Working with Files	2.2.3.2	Open a text editing application. Enter text into a file, name and save the file to a location on a drive.
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.1	Open, close a word processing application. Open, close documents.
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.2a	Create a new document based on default template
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.3	Save a document to a location on a drive. Save a document under another name to a location on a drive.
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.3	Use magnification/zoom tools.
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.
3	3.2 Document Creation	3.2.1 Enter Text	3.2.1.1	Switch between page view modes.
3	3.2 Document Creation	3.2.1 Enter Text	3.2.1.2	Enter text into a document.
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.2	Select character, word, line, sentence, paragraph, entire body text.
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.3	Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text.

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3	3.2 Document Creation	3.2.2 <i>Select, Edit</i>	3.2.2.7	Delete text.
3	3.2 Document Creation	3.2.2 <i>Select, Edit</i>	3.2.2.8	Use the undo, redo command.
3	3.3 Formatting	3.3.1 <i>Text</i>	3.3.1.1	Change text formatting: font sizes, font types.
3	3.3 Formatting	3.3.1 <i>Text</i>	3.3.1.2	Apply text formatting: bold, italic, underline.
3	3.3 Formatting	3.3.1 <i>Text</i>	3.3.1.3	Apply text formatting: subscript, superscript.
3	3.3 Formatting	3.3.1 <i>Text</i>	3.3.1.4	Apply different colours to text.
3	3.3 Formatting	3.3.1 <i>Text</i>	3.3.1.5	Apply case changes to text.
3	3.3 Formatting	3.3.2 <i>Paragraphs</i>	3.3.2.4	Align text left, centre, right, justified.
3	3.4 Objects	3.4.3 <i>Graphical Objects</i>	3.4.3.1	Insert an object (picture, image, chart, drawn object) to a specified location in a document.
3	3.4 Objects	3.4.3 <i>Graphical Objects</i>	3.4.3.2	Select an object.
3	3.4 Objects	3.4.3 <i>Graphical Objects</i>	3.4.3.4	Resize, delete an object.
3	3.6 Prepare Outputs	3.6.1 <i>Setup</i>	3.6.1.1	Change document orientation: portrait, landscape. Change paper size.
3	3.6 Prepare Outputs	3.6.1 <i>Setup</i>	3.6.1.2	Change margins of entire document, top, bottom, left, right.
3	3.6 Prepare Outputs	3.6.2 <i>Check and Print</i>	3.6.2.3	Preview a document.
3	3.6 Prepare Outputs	3.6.2 <i>Check and Print</i>	3.6.2.4	Print a document from an installed printer using output options like: entire document, specific pages, number of copies.
4	4.1 Using the Application	4.1.1 <i>Working with Spreadsheets</i>	4.1.1.1	Open, close a spreadsheet application. Open, close spreadsheets.
4	4.1 Using the Application	4.1.1 <i>Working with Spreadsheets</i>	4.1.1.2	Create a new spreadsheet based on default template.
4	4.1 Using the Application	4.1.1 <i>Working with Spreadsheets</i>	4.1.1.3	Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive.
4	4.1 Using the Application	4.1.1 <i>Working with Spreadsheets</i>	4.1.1.5	Switch between open spreadsheets.

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4	4.1 Using the Application	4.1.2 <i>Enhancing Productivity</i>	4.1.2.3	Use magnification/zoom tools.
4	4.1 Using the Application	4.1.2 <i>Enhancing Productivity</i>	4.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.
4	4.2 Cells	4.2.1 <i>Insert, Select</i>	4.2.1.1	Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell, surname detail in adjacent cell).
4	4.2 Cells	4.2.1 <i>Insert, Select</i>	4.2.1.2	Recognize good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank.
4	4.2 Cells	4.2.1 <i>Insert, Select</i>	4.2.1.3	Enter a number, date, text in a cell.
4	4.2 Cells	4.2.1 <i>Insert, Select</i>	4.2.1.4	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.
4	4.2 Cells	4.2.2 <i>Edit, Sort</i>	4.2.2.1	Edit cell content, modify existing cell content.
4	4.2 Cells	4.2.2 <i>Edit, Sort</i>	4.2.2.2	Use the undo, redo command.
4	4.2 Cells	4.2.3 <i>Copy, Move, Delete</i>	4.2.3.4	Delete cell contents.
4	4.3 Managing Worksheets	4.3.1 <i>Rows and Columns</i>	4.3.1.1	Select a row, range of adjacent rows, range of non-adjacent rows.
4	4.3 Managing Worksheets	4.3.1 <i>Rows and Columns</i>	4.3.1.2	Select a column, range of adjacent columns, range of non-adjacent columns.
4	4.3 Managing Worksheets	4.3.1 <i>Rows and Columns</i>	4.3.1.4	Modify column widths, row heights to a specified value, to optimal width or height.
4	4.3 Managing Worksheets	4.3.2 <i>Worksheets</i>	4.3.2.1	Switch between worksheets.
4	4.4 Formulas and Functions	4.4.1 <i>Arithmetic Formulas</i>	4.4.1.1	Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas.
4	4.4 Formulas and Functions	4.4.1 <i>Arithmetic Formulas</i>	4.4.1.2	Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).
4	4.5 Formatting	4.5.2 <i>Contents</i>	4.5.2.1	Change cell content appearance: font sizes, font types.
4	4.5 Formatting	4.5.2 <i>Contents</i>	4.5.2.2	Apply formatting to cell contents: bold, italic, underline, double underline.
4	4.5 Formatting	4.5.2 <i>Contents</i>	4.5.2.3	Apply different colours to cell content, cell background.

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4	4.7 Prepare Outputs	4.7.1 Setup	4.7.1.1	Change worksheet margins: top, bottom, left, right.
4	4.7 Prepare Outputs	4.7.1 Setup	4.7.1.2	Change worksheet orientation: portrait, landscape. Change paper size.
4	4.7 Prepare Outputs	4.7.1 Setup	4.7.1.3	Adjust page setup to fit worksheet contents on a specified number of pages.
4	4.7 Prepare Outputs	4.7.2 Check and Print	4.7.2.2	Turn on, off display of gridlines, display of row and column headings for printing purposes.
4	4.7 Prepare Outputs	4.7.2 Check and Print	4.7.2.3	Apply automatic title row(s) printing on every page of a printed worksheet.
4	4.7 Prepare Outputs	4.7.2 Check and Print	4.7.2.4	Preview a worksheet.
6	6.1 Using the Application	6.1.1 Working with Presentations	6.1.1.1	Open, close a presentation application. Open, close presentations.
6	6.1 Using the Application	6.1.1 Working with Presentations	6.1.1.2	Create a new presentation based on default template.
6	6.1 Using the Application	6.1.1 Working with Presentations	6.1.1.3	Save a presentation to a location on a drive. Save a presentation under another name.
6	6.1 Using the Application	6.1.2 Enhancing Productivity	6.1.2.3	Use magnification/zoom tools.
6	6.1 Using the Application	6.1.2 Enhancing Productivity	6.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.1	Choose a different built-in slide layout for a slide.
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.2	Apply an available design template to a presentation.
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.6	Delete slide(s).
6	6.3 Text	6.3.1 Handling Text	6.3.1.1	Recognize good practice in creating slide content: use short concise phrases, bullet points, numbered lists.
6	6.3 Text	6.3.1 Handling Text	6.3.1.2	Enter text into a placeholder in standard, outline view.
6	6.3 Text	6.3.1 Handling Text	6.3.1.3	Edit text in a presentation.

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6	6.3 Text	6.3.1 <i>Handling Text</i>	6.3.1.5	Delete text.
6	6.3 Text	6.3.1 <i>Handling Text</i>	6.3.1.6	Use the undo, redo command.
6	6.3 Text	6.3.2 <i>Formatting</i>	6.3.2.1	Change text formatting: font sizes, font types.
6	6.3 Text	6.3.2 <i>Formatting</i>	6.3.2.2	Apply text formatting: bold, italic, underline, shadow.
6	6.3 Text	6.3.2 <i>Formatting</i>	6.3.2.3	Apply different colours to text.
6	6.3 Text	6.3.2 <i>Formatting</i>	6.3.2.4	Apply case changes to text.
6	6.3 Text	6.3.2 <i>Formatting</i>	6.3.2.5	Align text: left, centre, right in a text frame.
6	6.6 Prepare Outputs	6.6.2 <i>Check and Deliver</i>	6.6.2.4	Start a slide show from first slide, from current slide.
6	6.6 Prepare Outputs	6.6.2 <i>Check and Deliver</i>	6.6.2.5	Navigate to next slide, previous slide, specified slide during a slide show.
7	7.1 The Internet	7.1.1 <i>Concepts/Terms</i>	7.1.1.1	Understand what the Internet is.
7	7.1 The Internet	7.1.1 <i>Concepts/Terms</i>	7.1.1.2	Understand what the World Wide Web (WWW) is.
7	7.1 The Internet	7.1.1 <i>Concepts/Terms</i>	7.1.1.3	Define and understand the terms: Internet Service Provider (ISP), Uniform Resource Locator (URL), hyperlink.
7	7.1 The Internet	7.1.1 <i>Concepts/Terms</i>	7.1.1.5	Understand what a web browser is and name different web browsers.
7	7.1 The Internet	7.1.1 <i>Concepts/Terms</i>	7.1.1.6	Know what a search engine is.
7	7.2 Using the Browser	7.2.1 <i>Basic Browsing</i>	7.2.1.1	Open, close a web browsing application.
7	7.2 Using the Browser	7.2.1 <i>Basic Browsing</i>	7.2.1.2	Enter a URL in the address bar and go to the URL.
7	7.2 Using the Browser	7.2.1 <i>Basic Browsing</i>	7.2.1.3	Display a web page in a new window, tab.
7	7.2 Using the Browser	7.2.1 <i>Basic Browsing</i>	7.2.1.4	Stop a web page from downloading.
7	7.2 Using the Browser	7.2.1 <i>Basic Browsing</i>	7.2.1.5	Refresh a web page.
7	7.2 Using the Browser	7.2.2 <i>Settings</i>	7.2.2.6	Display, hide built-in toolbars.
7	7.2 Using the Browser	7.2.3 <i>Navigation</i>	7.2.3.1	Activate a hyperlink.

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7	7.2 Using the Browser	7.2.3 Navigation	7.2.3.2	Navigate backwards and forwards between previously visited web pages.
7	7.2 Using the Browser	7.2.3 Navigation	7.2.3.3	Navigate to the Home page.
7	7.2 Using the Browser	7.2.3 Navigation	7.2.3.4	Display previously visited URLs using the browser address bar, history.
7	7.2 Using the Browser	7.2.4 Bookmarks	7.2.4.1	Bookmark a web page. Delete a bookmark.
7	7.2 Using the Browser	7.2.4 Bookmarks	7.2.4.2	Display a bookmarked web page.
7	7.2 Using the Browser	7.2.4 Bookmarks	7.2.4.3	Create, delete a bookmark folder.
7	7.2 Using the Browser	7.2.4 Bookmarks	7.2.4.4	Add web pages to a bookmark folder.
7	7.3 Using the Web	7.3.2 Searching	7.3.2.1	Select a specific search engine.
7	7.3 Using the Web	7.3.2 Searching	7.3.2.2	Carry out a search for specific information using a keyword, phrase.
7	7.4 Web Outputs	7.4.2 Prepare and Print	7.4.2.1	Prepare a web page for printing: change printed page orientation, paper size, printed page margins.
7	7.4 Web Outputs	7.4.2 Prepare and Print	7.4.2.2	Preview a web page.
7	7.4 Web Outputs	7.4.2 Prepare and Print	7.4.2.3	Choose web page print output options like: entire web page, specific page(s), selected text, number of copies and print.
7	7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.1	Understand the term e-mail and know its main uses.
7	7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.2	Understand the make-up and structure of an e-mail address.

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7	7.5 Electronic Communication	7.5.3 <i>e-mail Theory</i>	7.5.3.2	Understand the importance of network etiquette (netiquette) like: using accurate and brief descriptions in e-mail message subject fields, brevity in e-mail responses, spell checking outgoing e-mail.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.1	Open, close an e-mail application. Open, close an e-mail.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.2	Create a new e-mail.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.3a	Enter an e-mail address in the To field.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.4	Enter a title in the Subject field.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.5	Copy text from another source into an e-mail.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.6	Insert, remove a file attachment.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.9	Send an e-mail, send an e-mail with a low, high priority.
7	7.6 Using e-mail	7.6.3 <i>Enhancing Productivity</i>	7.6.3.4	Identify an e-mail as read, unread. Mark an e-mail as unread, read.
7	7.7 e-mail Management	7.7.1 <i>Organize</i>	7.7.1.5	Delete an e-mail.
7	7.7 e-mail Management	7.7.1 <i>Organize</i>	7.7.1.6	Restore a deleted e-mail.
7	7.7 e-mail Management	7.7.1 <i>Organize</i>	7.7.1.7	Empty the e-mail bin/deleted items/trash folder.