

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
1	1.1 Hardware	<i>1.1.3 Memory and Storage</i>	1.1.3.2	Know storage capacity measurements: bit, byte, KB, MB, GB, TB.
1	1.1 Hardware	<i>1.1.3 Memory and Storage</i>	1.1.3.3	Know the main types of storage media like: CD, DVD, USB flash drive, memory card, internal hard disk, external hard disk, network drive, online file storage.
1	1.2 Software	<i>1.2.1 Concepts</i>	1.2.1.2	Understand what an operating system is and name some common operating systems.
1	1.2 Software	<i>1.2.1 Concepts</i>	1.2.1.3	Identify and know the uses of some common software applications: word processing, spreadsheet, database, presentation, e-mail, web browsing, photo editing, computer games.
1	1.2 Software	<i>1.2.1 Concepts</i>	1.2.1.4	Distinguish between operating systems software and applications software.
1	1.3 Networks	<i>1.3.2 Data Transfer</i>	1.3.2.2	Understand what transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per second (mbps).
1	1.3 Networks	<i>1.3.2 Data Transfer</i>	1.3.2.3	Know about different Internet connection services: dial-up, broadband.
1	1.3 Networks	<i>1.3.2 Data Transfer</i>	1.3.2.4	Know about different options for connecting to the Internet like: phone line, mobile phone, cable, wireless, satellite.
1	1.4 ICT in Everyday Life	<i>1.5.1 Identity/Authentication</i>	1.5.1.1	Understand that for security reasons a user name (ID) and password are needed for users to identify themselves when logging on to a computer.
1	1.4 ICT in Everyday Life	<i>1.5.1 Identity/Authentication</i>	1.5.1.2	Know about good password policies like: not sharing passwords, changing them regularly, adequate password length, adequate letter and number mix.
2	2.2 File Management	<i>2.2.1 Main Concepts</i>	2.2.1.4	Understand the purpose of regularly backing up data to a removable storage device for off-site storage.

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2	2.2 File Management	2.2.1 Main Concepts	2.2.1.5	Understand the benefits of online file storage: convenient access, ability to share files.
2	2.2 File Management	2.2.3 Working with Files	2.2.3.1	Identify common file types: word processing files, spreadsheet files, database files, presentation files, portable document format files, image files, audio files, video files, compressed files, temporary files, executable files.
2	2.2 File Management	2.2.3 Working with Files	2.2.3.3	Change file status: read-only/locked, read-write.
2	2.2 File Management	2.2.6 Searching	2.2.6.1	Use the Find tool to locate a file, folder.
2	2.2 File Management	2.2.6 Searching	2.2.6.2	Search for files by all or part of file name, by content.
2	2.2 File Management	2.2.6 Searching	2.2.6.3	Search for files by date modified, by date created, by size.
2	2.2 File Management	2.2.6 Searching	2.2.6.4	Search for files by using wildcards: file type, first letter of file name.
2	2.2 File Management	2.2.6 Searching	2.2.6.5	View list of recently used files.
2	2.3 Utilities	2.3.1 File Compression	2.3.1.1	Understand what file compression means.
2	2.3 Utilities	2.3.1 File Compression	2.3.1.2	Compress files in a folder on a drive.
2	2.3 Utilities	2.3.1 File Compression	2.3.1.3	Extract compressed files from a location on a drive.
2	2.4 Print Management	2.4.1 Printer Options	2.4.1.1	Change the default printer from an installed printer list.
2	2.4 Print Management	2.4.1 Printer Options	2.4.1.2	Install a new printer on the computer.
2	2.4 Print Management	2.4.2 Print	2.4.2.1	Print a document from a text editing application.
2	2.4 Print Management	2.4.2 Print	2.4.2.2	View a print job's progress in a queue using a desktop print manager.

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2	2.4 Print Management	2.4.2 <i>Print</i>	2.4.2.3	Pause, re-start, delete a print job using a desktop print manager.
3	3.1 Using the Application	3.1.1 <i>Working with Documents</i>	3.1.1.4	Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number.
3	3.1 Using the Application	3.1.1 <i>Working with Documents</i>	3.1.1.5	Switch between open documents.
3	3.2 Document Creation	3.2.1 <i>Enter Text</i>	3.2.1.3	Insert symbols or special characters like: ©, ®, ™.
3	3.2 Document Creation	3.2.2 <i>Select, Edit</i>	3.2.2.1	Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.
3	3.2 Document Creation	3.2.2 <i>Select, Edit</i>	3.2.2.6	Copy, move text within a document, between open documents.
3	3.3 Formatting	3.3.1 <i>Text</i>	3.3.1.6	Apply automatic hyphenation.
3	3.3 Formatting	3.3.3 <i>Styles</i>	3.3.3.1	Apply an existing character style to selected text.
3	3.3 Formatting	3.3.3 <i>Styles</i>	3.3.3.2	Apply an existing paragraph style to one or more paragraphs.
3	3.4 Objects	3.4.1 <i>Table Creation</i>	3.4.1.1	Create a table ready for data insertion.
3	3.4 Objects	3.4.1 <i>Table Creation</i>	3.4.1.2	Insert, edit data in a table.
3	3.4 Objects	3.4.1 <i>Table Creation</i>	3.4.1.3	Select rows, columns, cells, entire table.
3	3.4 Objects	3.4.1 <i>Table Creation</i>	3.4.1.4	Insert, delete, rows and columns.
3	3.4 Objects	3.4.2 <i>Table Formatting</i>	3.4.2.1	Modify column width, row height.
3	3.4 Objects	3.4.2 <i>Table Formatting</i>	3.4.2.2	Modify cell border line style, width, colour.
3	3.4 Objects	3.4.2 <i>Table Formatting</i>	3.4.2.3	Add shading/background colour to cells.
3	3.4 Objects	3.4.3 <i>Graphical Objects</i>	3.4.3.3	Copy, move an object within a document, between open documents.

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4	4.1 Using the Application	4.1.1 <i>Working with Spreadsheets</i>	4.1.1.4	Save a spreadsheet as another file type like: template, text file, software specific file extension, version number.
4	4.4 Formulas and Functions	4.4.1 <i>Arithmetic Formulas</i>	4.4.1.4	Understand and use relative, absolute cell referencing in formulas.
4	4.4 Formulas and Functions	4.4.2 <i>Functions</i>	4.4.2.1b	Use count, counta, countblank functions.
4	4.4 Formulas and Functions	4.4.2 <i>Functions</i>	4.4.2.2	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.
4	4.5 Formatting	4.5.1 <i>Numbers/Dates</i>	4.5.1.2	Format cells to display a date style, to display a currency symbol.
4	4.5 Formatting	4.5.3 <i>Alignment, Border Effects</i>	4.5.3.1	Apply text wrapping to contents within a cell, cell range.
4	4.5 Formatting	4.5.3 <i>Alignment, Border Effects</i>	4.5.3.2	Align cell contents: horizontally, vertically. Adjust cell content orientation.
4	4.5 Formatting	4.5.3 <i>Alignment, Border Effects</i>	4.5.3.3	Merge cells and centre a title in a merged cell.
4	4.7 Prepare Outputs	4.7.1 <i>Setup</i>	4.7.1.4	Add, edit, delete text in headers, footers in a worksheet.
4	4.7 Prepare Outputs	4.7.1 <i>Setup</i>	4.7.1.5	Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers.
4	4.7 Prepare Outputs	4.7.2 <i>Check and Print</i>	4.7.2.1	Check and correct spreadsheet calculations and text.
6	6.1 Using the Application	6.1.1 <i>Working with Presentations</i>	6.1.1.4	Save a presentation as another file type: Rich Text Format, template, show, image file format, version number.
6	6.3 Text	6.3.3 <i>Lists</i>	6.3.3.2	Adjust line spacing before and after bulleted, numbered lists.
6	6.3 Text	6.3.3 <i>Lists</i>	6.3.3.3	Switch between the different standard bullet, number styles in a list.
6	6.3 Text	6.3.4 <i>Tables</i>	6.3.4.1	Enter, edit text in a table slide.
6	6.3 Text	6.3.4 <i>Tables</i>	6.3.4.2	Select rows, columns, entire table.

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6	6.3 Text	6.3.4 Tables	6.3.4.3	Insert, delete rows and columns.
6	6.3 Text	6.3.4 Tables	6.3.4.4	Modify column width, row height.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.1	Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.2	Enter text into a text box, block arrow, rectangle, square, oval, circle.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.3	Change drawn object background colour, line colour, line weight, line style.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.4	Change arrow start style, arrow finish style.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.5	Apply a shadow to a drawn object.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.6	Group, ungroup drawn objects in a slide.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.7	Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.1	Add, remove transition effects between slides.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.2	Add, remove preset animation effects for different slide elements.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.3	Add presenter notes to slides.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.4	Select appropriate output format for slide presentation like: overhead, handout, on-screen show.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.5	Hide, show slides.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.1	Know how to identify a secure web site: https, lock symbol.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.2	Know what a digital certificate for a web site is.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.3	Understand the term encryption.

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7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.4	Know about security threats from web sites like: viruses, worms, trojan horses, spyware. Understand the term malware.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.5	Understand that regularly updated anti-virus software helps to protect the computer against security threats.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.6	Understand that a firewall helps to protect the computer against intrusion.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.7	Know that networks should be secured by user names and passwords.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.8	Identify some risks associated with online activity like: unintentional disclosure of personal information, bullying or harassment, targeting of users by predators.
7	7.1 The Internet	7.1.2 Security Considerations	7.1.2.9	Identify parental control options like: supervision, web browsing restrictions, computer games restrictions, computer usage time limits.
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.3	Allow, block pop-ups.
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.4	Allow, block cookies.
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.5	Delete cache/temporary Internet files.
7	7.3 Using the Web	7.3.1 Forms	7.3.1.1	Complete a web-based form using: text boxes, drop-down menus, list boxes, check boxes, radio buttons.
7	7.3 Using the Web	7.3.1 Forms	7.3.1.2	Submit, reset a web-based form.
7	7.3 Using the Web	7.3.2 Searching	7.3.2.3	Use advanced search features to refine a search: by exact phrase, by excluding words, by date, by file format.
7	7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.3	Understand the term short message service (SMS).
7	7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.4	Understand the term Voice over Internet Protocol (VoIP) and know its main benefits.

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7	7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.5	Understand the main benefits of instant messaging (IM) like: real-time communication, knowing whether contacts are online, low cost, ability to transfer files.
7	7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.6	Understand the concept of an online (virtual) community. Recognize examples like: social networking websites, Internet forums, chat rooms, online computer games.
7	7.5 Electronic Communication	7.5.3 e-mail Theory	7.5.3.1	Understand the advantages of e-mail systems like: speed of delivery, low cost, flexibility of using a web-based e-mail account in different locations.
7	7.5 Electronic Communication	7.5.3 e-mail Theory	7.5.3.3	Be aware of possible problems when sending file attachments like: file size limits, file type restrictions (for example, executable files).
7	7.6 Using e-mail	7.6.2 Receiving e-mail	7.6.2.3	Save a file attachment to a location on a drive and open the file.
7	7.6 Using e-mail	7.6.2 Receiving e-mail	7.6.2.4	Preview, print a message using available printing options.
7	7.6 Using e-mail	7.6.3 Enhancing Productivity	7.6.3.1	Add, remove message inbox headings like: sender, subject, date received.
7	7.6 Using e-mail	7.6.3 Enhancing Productivity	7.6.3.2	Apply a setting to reply with, without original message insertion.
7	7.6 Using e-mail	7.6.3 Enhancing Productivity	7.6.3.3	Flag an e-mail. Remove a flag mark from an e-mail.
7	7.7 e-mail Management	7.7.1 Organize	7.7.1.1	Search for an e-mail by sender, subject, e-mail content.
7	7.7 e-mail Management	7.7.1 Organize	7.7.1.2	Sort e-mails by name, by date, by size.
7	7.7 e-mail Management	7.7.2 Address Book	7.7.2.3	Create, update a distribution list/ mailing list.