

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
1	1.4 ICT in Everyday Life	<i>1.5.2 Data Security</i>	1.5.2.1	Understand the importance of having an off-site backup copy of files.
1	1.4 ICT in Everyday Life	<i>1.5.2 Data Security</i>	1.5.2.3	Know ways to prevent data theft like: using a user name and password, locking computer and hardware using a security cable.
1	1.6 Law	<i>1.6.1 Copyright</i>	1.6.1.1	Understand the term copyright.
1	1.6 Law	<i>1.6.1 Copyright</i>	1.6.1.2	Know how to recognize licensed software: by checking product ID, product registration, by viewing the software licence.
1	1.6 Law	<i>1.6.1 Copyright</i>	1.6.1.3	Understand the term end-user license agreement.
1	1.6 Law	<i>1.6.1 Copyright</i>	1.6.1.4	Understand the terms shareware, freeware, open source.
1	1.6 Law	<i>1.6.2 Data Protection</i>	1.6.2.1	Identify the main purposes of data protection legislation or conventions: to protect the rights of the data subject, to set out the responsibilities of the data controller.
1	1.6 Law	<i>1.6.2 Data Protection</i>	1.6.2.2	Identify the main data protection rights for a data subject in your country.
1	1.6 Law	<i>1.6.2 Data Protection</i>	1.6.2.3	Identify the main data protection responsibilities for a data controller in your country.
3	3.1 Using the Application	<i>3.1.1 Working with Documents</i>	3.1.1.2b	Create a new document based on other available template like: memo, fax, agenda.
3	3.5 Mail Merge	<i>3.5.1 Preparation</i>	3.5.1.1	Open, prepare a document, as a main document for a mail merge.
3	3.5 Mail Merge	<i>3.5.1 Preparation</i>	3.5.1.2	Select a mailing list, other data file, for use in a mail merge.
3	3.5 Mail Merge	<i>3.5.1 Preparation</i>	3.5.1.3	Insert data fields in a mail merge main document (letter, address labels).
3	3.5 Mail Merge	<i>3.5.2 Outputs</i>	3.5.2.1	Merge a mailing list with a letter, label document as a new file or printed output.
3	3.5 Mail Merge	<i>3.5.2 Outputs</i>	3.5.2.2	Print mail merge outputs: letters, labels.
4	4.6 Charts	<i>4.6.1 Create</i>	4.6.1.1	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.

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4	4.6 Charts	4.6.1 Create	4.6.1.2	Select a chart.
4	4.6 Charts	4.6.1 Create	4.6.1.3	Change the chart type.
4	4.6 Charts	4.6.1 Create	4.6.1.4	Move, resize, delete a chart.
4	4.6 Charts	4.6.2 Edit	4.6.2.1	Add, remove, edit a chart title.
4	4.6 Charts	4.6.2 Edit	4.6.2.2	Add data labels to a chart: values/numbers, percentages.
4	4.6 Charts	4.6.2 Edit	4.6.2.3	Change chart area background colour, legend fill colour.
4	4.6 Charts	4.6.2 Edit	4.6.2.4	Change the column, bar, line, pie slice colours in the chart.
4	4.6 Charts	4.6.2 Edit	4.6.2.5	Change font size and colour of chart title, chart axes, chart legend text.
4	4.7 Prepare Outputs	4.7.2 Check and Print	4.7.2.5b	Print a selected chart.
5	5.1 Understanding Databases	5.1.1 Key Concepts	5.1.1.1	Understand what a database is.
5	5.1 Understanding Databases	5.1.1 Key Concepts	5.1.1.2	Understand the difference between data and information.
5	5.1 Understanding Databases	5.1.1 Key Concepts	5.1.1.3	Understand how a database is organized in terms of tables, records and fields.
5	5.1 Understanding Databases	5.1.1 Key Concepts	5.1.1.4	Know some of the common uses of large-scale databases like: airline booking systems, government records, bank account records, hospital patient details.
5	5.1 Understanding Databases	5.1.2 Database Organization	5.1.2.1	Understand that each table in a database should contain data related to a single subject.
5	5.1 Understanding Databases	5.1.2 Database Organization	5.1.2.2	Understand that each field in a table should contain only one element of data.
5	5.1 Understanding Databases	5.1.2 Database Organization	5.1.2.3	Understand that field content is associated with an appropriate data type like: text, number, date/time, yes/no.
5	5.1 Understanding Databases	5.1.2 Database Organization	5.1.2.4	Understand that fields have associated field properties like: field size, format, default value.

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5	5.1 Understanding Databases	<i>5.1.2 Database Organization</i>	5.1.2.5	Understand what a primary key is.
5	5.1 Understanding Databases	<i>5.1.2 Database Organization</i>	5.1.2.6	Understand what an index is. Understand how it allows for faster data access.
5	5.2 Using the Application	<i>5.2.1 Working with Databases</i>	5.2.1.1	Open, close a database application.
5	5.2 Using the Application	<i>5.2.1 Working with Databases</i>	5.2.1.2	Open, close a database.
5	5.2 Using the Application	<i>5.2.1 Working with Databases</i>	5.2.1.3	Create a new database and save to a location on a drive.
5	5.2 Using the Application	<i>5.2.1 Working with Databases</i>	5.2.1.4	Display, hide built-in toolbars. Restore, minimize the ribbon.
5	5.2 Using the Application	<i>5.2.1 Working with Databases</i>	5.2.1.5	Use available Help functions.
5	5.2 Using the Application	<i>5.2.2 Common Tasks</i>	5.2.2.1	Open, save and close a table, query, form, report.
5	5.2 Using the Application	<i>5.2.2 Common Tasks</i>	5.2.2.2	Switch between view modes in a table, query, form, report.
5	5.2 Using the Application	<i>5.2.2 Common Tasks</i>	5.2.2.3	Delete a table, query, form, report.
5	5.2 Using the Application	<i>5.2.2 Common Tasks</i>	5.2.2.4	Navigate between records in a table, query, form.
5	5.2 Using the Application	<i>5.2.2 Common Tasks</i>	5.2.2.5	Sort records in a table, form, query output in ascending, descending numeric, alphabetic order.
5	5.3 Tables	<i>5.3.1 Records</i>	5.3.1.1	Add, delete records in a table.
5	5.3 Tables	<i>5.3.1 Records</i>	5.3.1.2	Add, modify, delete data in a record.
5	5.3 Tables	<i>5.3.2 Design</i>	5.3.2.1	Create and name a table and specify fields with their data types like: text, number, date/time, yes/no.
5	5.3 Tables	<i>5.3.2 Design</i>	5.3.2.2	Apply field property settings: field size, number format, date/time format, default value.
5	5.3 Tables	<i>5.3.2 Design</i>	5.3.2.5	Set a field as a primary key.

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5	5.3 Tables	5.3.2 Design	5.3.2.6	Index a field (with, without duplicates allowed).
5	5.3 Tables	5.3.2 Design	5.3.2.7	Add a field to an existing table.
5	5.3 Tables	5.3.2 Design	5.3.2.8	Change width of columns in a table.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.1	Understand that a query is used to extract and analyse data.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.2	Create a named single table query using specific search criteria.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.4	Add criteria to a query using one or more of the following operators: = (Equal), <> (Not equal to), < (Less than), <= (Less than or equal to), > (Greater than), >= (Greater than or equal to).
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.7	Edit a query: add, modify, remove criteria.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.9	Run a query.
5	5.5 Objects	5.5.1 Forms	5.5.1.1	Understand that a form is used to display and maintain records.
5	5.5 Objects	5.5.1 Forms	5.5.1.2	Create and name a form.
5	5.5 Objects	5.5.1 Forms	5.5.1.3	Use a form to insert new records.
5	5.5 Objects	5.5.1 Forms	5.5.1.4	Use a form to delete records.
5	5.5 Objects	5.5.1 Forms	5.5.1.5	Use a form to add, modify, delete data in a record.
5	5.5 Objects	5.5.1 Forms	5.5.1.6	Add, modify text in headers, footers in a form.
5	5.6 Outputs	5.6.1 Reports, Data Export	5.6.1.1	Understand that a report is used to print selected information from a table or query.
5	5.6 Outputs	5.6.1 Reports, Data Export	5.6.1.2	Create and name a report based on a table, query.
5	5.6 Outputs	5.6.1 Reports, Data Export	5.6.1.3	Change arrangement of data fields and headings within a report layout.
5	5.6 Outputs	5.6.1 Reports, Data Export	5.6.1.4	Present specific fields in a grouped report by sum, minimum, maximum, average, count, at appropriate break points.
5	5.6 Outputs	5.6.1 Reports, Data Export	5.6.1.5	Add, modify text in headers, footers in a report.
6	6.2 Developing a Presentation	6.2.3 Master Slide	6.2.3.1	Insert a graphical object (picture, image, drawn object) into a master slide. Remove a graphical object from a master slide.

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6	6.2 Developing a Presentation	<i>6.2.3 Master Slide</i>	6.2.3.2	Enter text into footer of specific slides, all slides in a presentation.
6	6.2 Developing a Presentation	<i>6.2.3 Master Slide</i>	6.2.3.3	Apply automatic slide numbering, automatically updated date, non-updating date into footer of specific slides, all slides in a presentation.
6	6.4 Charts	<i>6.4.1 Using Charts</i>	6.4.1.1	Input data to create built-in charts in a presentation: column, bar, line, pie.
6	6.4 Charts	<i>6.4.1 Using Charts</i>	6.4.1.2	Select a chart.
6	6.4 Charts	<i>6.4.1 Using Charts</i>	6.4.1.3	Change the chart type.
6	6.4 Charts	<i>6.4.1 Using Charts</i>	6.4.1.4	Add, remove, edit a chart title.
6	6.4 Charts	<i>6.4.1 Using Charts</i>	6.4.1.5	Add data labels to a chart: values/numbers, percentages.
6	6.4 Charts	<i>6.4.1 Using Charts</i>	6.4.1.6	Change the background colour of a chart.
6	6.4 Charts	<i>6.4.1 Using Charts</i>	6.4.1.7	Change the column, bar, line, pie slice colours in a chart.
6	6.4 Charts	<i>6.4.2 Organization Charts</i>	6.4.2.1	Create an organization chart with a labelled hierarchy by using a built-in organization chart feature.
6	6.4 Charts	<i>6.4.2 Organization Charts</i>	6.4.2.2	Change the hierarchical structure of an organization chart.
6	6.4 Charts	<i>6.4.2 Organization Charts</i>	6.4.2.3	Add, remove co-workers, subordinates in an organization chart.
6	6.6 Prepare Outputs	<i>6.6.2 Check and Deliver</i>	6.6.2.1	Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words.
6	6.6 Prepare Outputs	<i>6.6.2 Check and Deliver</i>	6.6.2.2	Change slide setup, slide orientation to portrait, landscape. Change paper size.
6	6.6 Prepare Outputs	<i>6.6.2 Check and Deliver</i>	6.6.2.3	Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.