

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
1	1.1 Hardware	<i>1.1.1 Concepts</i>	1.1.1.3	Identify common handheld portable digital devices like: personal digital assistant (PDA), mobile phone, smartphone, multimedia player and know their main features.
1	1.1 Hardware	<i>1.1.1 Concepts</i>	1.1.1.5	Identify common input/output ports like: USB, serial, parallel, network port, FireWire.
1	1.2 Software	<i>1.2.1 Concepts</i>	1.2.1.5	Know some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard.
1	1.3 Networks	<i>1.3.2 Data Transfer</i>	1.3.2.1	Understand the concepts of downloading from, uploading to a network.
1	1.3 Networks	<i>1.3.2 Data Transfer</i>	1.3.2.5	Understand some of the characteristics of broadband: always on, typically a flat fee, high speed, higher risk of intruder attack.
1	1.4 ICT in Everyday Life	<i>1.4.2 Communication</i>	1.4.2.2	Understand the term instant messaging (IM).
1	1.4 ICT in Everyday Life	<i>1.4.2 Communication</i>	1.4.2.3	Understand the term Voice over Internet Protocol (VoIP).
1	1.4 ICT in Everyday Life	<i>1.4.2 Communication</i>	1.4.2.4	Understand the term Really Simple Syndication (RSS) feed.
1	1.4 ICT in Everyday Life	<i>1.4.2 Communication</i>	1.4.2.5	Understand the term web log (blog).
1	1.4 ICT in Everyday Life	<i>1.4.2 Communication</i>	1.4.2.6	Understand the term podcast.
1	1.4 ICT in Everyday Life	<i>1.4.3 Virtual Communities</i>	1.4.3.1	Understand the concept of an online (virtual) community. Recognize examples like: social networking websites, Internet forums, chat rooms, online computer games.
1	1.4 ICT in Everyday Life	<i>1.4.3 Virtual Communities</i>	1.4.3.2	Know ways that users can publish and share content online: web log (blog), podcast, photos, video and audio clips.
1	1.4 ICT in Everyday Life	<i>1.4.3 Virtual Communities</i>	1.4.3.3	Know the importance of taking precautions when using online communities: make your profile private, limit the amount of personal information you post, be aware that posted information is publicly available, be wary of strangers.

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1	1.4 ICT in Everyday Life	<i>1.4.4 Health</i>	1.4.4.1	Understand the term ergonomics.
1	1.4 ICT in Everyday Life	<i>1.5.2 Data Security</i>	1.5.2.2	Understand what a firewall is.
5	5.1 Understanding Databases	<i>5.1.3 Relationships</i>	5.1.3.1	Understand that the main purpose of relating tables in a database is to minimize duplication of data.
5	5.1 Understanding Databases	<i>5.1.3 Relationships</i>	5.1.3.2	Understand that a relationship is built by matching a unique field in one table with a field in another table.
5	5.1 Understanding Databases	<i>5.1.3 Relationships</i>	5.1.3.3	Understand the importance of maintaining the integrity of relationships between tables.
5	5.1 Understanding Databases	<i>5.1.4 Operation</i>	5.1.4.1	Know that professional databases are designed and created by database specialists.
5	5.1 Understanding Databases	<i>5.1.4 Operation</i>	5.1.4.2	Know that data entry, data maintenance and information retrieval are carried out by users.
5	5.1 Understanding Databases	<i>5.1.4 Operation</i>	5.1.4.3	Know that a database administrator provides access to specific data for appropriate users.
5	5.1 Understanding Databases	<i>5.1.4 Operation</i>	5.1.4.4	Know that the database administrator is responsible for recovery of a database after a crash or major errors.
5	5.3 Tables	<i>5.3.2 Design</i>	5.3.2.3	Create a validation rule for number, date/time, currency.
5	5.3 Tables	<i>5.3.2 Design</i>	5.3.2.4	Understand consequences of changing data types, field properties in a table.
5	5.4 Retrieving Information	<i>5.4.1 Main Operations</i>	5.4.1.1	Use the search command for a specific word, number, date in a field.
5	5.4 Retrieving Information	<i>5.4.1 Main Operations</i>	5.4.1.2	Apply a filter to a table, form.

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5	5.4 Retrieving Information	5.4.1 Main Operations	5.4.1.3	Remove the application of a filter from a table, form.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.3	Create a named two-table query using specific search criteria.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.5	Add criteria to a query using one or more of the following logical operators: AND, OR, NOT.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.6	Use a wildcard in a query, * or %, ? or __.
5	5.4 Retrieving Information	5.4.2 Queries	5.4.2.8	Edit a query: add, remove, move, hide, unhide fields.
5	5.6 Outputs	5.6.1 Reports, Data Export	5.6.1.6	Export a table, query output in spreadsheet, text (.txt, .csv), XML format to a location on a drive.
5	5.6 Outputs	5.6.2 Printing	5.6.2.1	Change the orientation (portrait, landscape) of a table, form, query output, report. Change paper size.
5	5.6 Outputs	5.6.2 Printing	5.6.2.2	Print a page, selected record(s), complete table.
5	5.6 Outputs	5.6.2 Printing	5.6.2.3	Print all records using form layout, specific pages using form layout.
5	5.6 Outputs	5.6.2 Printing	5.6.2.4	Print the result of a query.
5	5.6 Outputs	5.6.2 Printing	5.6.2.5	Print specific page(s) in a report, print complete report.