

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
2	2.1 Operating System	2.1.1 First Steps	2.1.1.5	Use available Help functions.			
2	2.1 Operating System	2.1.2 Setup	2.1.2.5	Use keyboard print screen facility to capture a full screen, active window.		Changed	Reworded for Quality. Added 'active window'
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.3	Create, remove a desktop shortcut icon, make an alias.		Changed	Quality. Add 'remove'
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.4	Use an icon to open a file, folder, application.	Done in Ver 4	Changed	Clarity. Took out word 'desktop', directory. Added 'Use an icon to...
2	2.2 File Management	2.2.1 Main Concepts	2.2.1.2	Know devices used by an operating system to store files and folders like: hard disk, USB flash drive, CD-RW, DVD-RW, network drives.	Done in Ver 4	Changed	Currency. Added CD-RW, DVD-RW, USB flash drive, network drives. Removed CD-ROM, diskette.
2	2.2 File Management	2.2.1 Main Concepts	2.2.1.1	Understand how an operating system organizes drives, folders, files in a hierarchical structure.			
2	2.2 File Management	2.2.1 Main Concepts	2.2.1.3	Know how files, folders are measured: KB, MB, GB.		New	New
2	2.2 File Management	2.2.1 Main Concepts	2.2.1.4	Understand the purpose of regularly backing up data to a removable storage device for off-site storage.			
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.		New	New
2	2.2 File Management	2.2.2 Files and Folders	2.2.2.1	Open a window to display folder name, size, location on a drive.	Done in Ver 4	Changed	Reworded for Quality. Removed references to directories.
2	2.2 File Management	2.2.2 Files and Folders	2.2.2.2	Expand, collapse views of drives, folders.		New	New
2	2.2 File Management	2.2.2 Files and Folders	2.2.2.4	Create a folder and a further sub-folder.			
2	2.2 File Management	2.2.3 Working with Files	2.2.3.4	Sort files in ascending, descending order by name, size, type, date modified.		Changed	Clarity. Added ascending, descending order
2	2.2 File Management	2.2.3 Working with Files	2.2.3.5	Recognize good practice in folder, file naming: use meaningful names for folders and files to help with recall and organization.		New	New
2	2.2 File Management	2.2.3 Working with Files	2.2.3.6	Rename files, folders.			
2	2.2 File Management	2.2.4 Copy, Move	2.2.4.1	Select a file, folder individually or as a group of adjacent, non-adjacent files, folders.			
2	2.2 File Management	2.2.4 Copy, Move	2.2.4.2	Copy files, folders between folders and between drives.			
2	2.2 File Management	2.2.4 Copy, Move	2.2.4.3	Move files, folders between folders and between drives.			
2	2.2 File Management	2.2.5 Delete, Restore	2.2.5.1	Delete files, folders to the recycle bin/wastebasket/trash.			
2	2.2 File Management	2.2.5 Delete, Restore	2.2.5.2	Restore files, folders from the recycle bin/wastebasket/trash.			
2	2.2 File Management	2.2.5 Delete, Restore	2.2.5.3	Empty the recycle bin/wastebasket/trash.			
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.5	Switch between open documents.			
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.1	Set basic options/preferences in the application: user name, default folder to open, save documents.			
3	3.2 Document Creation	3.2.1 Enter Text	3.2.1.3	Insert symbols or special characters like: ©, ®, ™.			

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3	3.2 Document Creation	3.2.2 Select, Edit	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 Select, Edit	3.2.2.6	Copy, move text within a document, between open documents.			
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.10	Add a box border and shading/background colour to a paragraph.			
3	3.3 Formatting	3.3.3 Styles	3.3.3.1	Apply an existing character style to selected text.			
3	3.3 Formatting	3.3.3 Styles	3.3.3.2	Apply an existing paragraph style to one or more paragraphs.			
3	3.3 Formatting	3.3.3 Styles	3.3.3.3	Use copy format tool.			
3	3.4 Objects	3.4.1 Table Creation	3.4.1.1	Create a table ready for data insertion.			
3	3.4 Objects	3.4.1 Table Creation	3.4.1.2	Insert, edit data in a table.			
3	3.4 Objects	3.4.1 Table Creation	3.4.1.3	Select rows, columns, cells, entire table.			
3	3.4 Objects	3.4.1 Table Creation	3.4.1.4	Insert, delete, rows and columns.			
3	3.4 Objects	3.4.2 Table Formatting	3.4.2.1	Modify column width, row height.			
3	3.4 Objects	3.4.2 Table Formatting	3.4.2.2	Modify cell border line style, width, colour.			
3	3.4 Objects	3.4.2 Table Formatting	3.4.2.3	Add shading/background colour to cells.			
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.3	Recognize good practice in adding new pages: insert a page break rather than using the Return key.		New	New
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.4	Insert, delete a page break in a document.			
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.6	Add fields in headers, footers: date, page number information, file name.	Done in Ver 4	Changed	Quality. Removed file location. Added file name.
4	4.1 Using the Application	4.1.1 Working with Spreadsheets	4.1.1.5	Switch between open spreadsheets.			
4	4.2 Cells	4.2.1 Insert, Select	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).		New	New
4	4.2 Cells	4.2.1 Insert, Select	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.		New	New
4	4.2 Cells	4.2.1 Insert, Select	4.2.1.4	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.			
4	4.3 Managing Worksheets	4.3.1 Rows and Columns	4.3.1.4	Modify column widths, row heights to a specified value, to optimal width or height.	Done in Ver 4	Changed	Quality. Delimited. Added 'to optimal width or height.
4	4.2 Cells	4.2.2 Edit, Sort	4.2.2.3	Use the search command for specific content in a worksheet.			
4	4.2 Cells	4.2.2 Edit, Sort	4.2.2.4	Use the replace command for specific content in a worksheet.			
4	4.2 Cells	4.2.3 Copy, Move, Delete	4.2.3.3	Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.	Done in Ver 4	Changed	Clarity. Removed footnote.
4	4.3 Managing Worksheets	4.3.1 Rows and Columns	4.3.1.1	Select a row, range of adjacent rows, range of non-adjacent rows.			
4	4.3 Managing Worksheets	4.3.1 Rows and Columns	4.3.1.2	Select a column, range of adjacent columns, range of non-adjacent columns.			

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4	4.3 Managing Worksheets	4.3.2 Worksheets	4.3.2.2	Insert a new worksheet, delete a worksheet.			
4	4.3 Managing Worksheets	4.3.2 Worksheets	4.3.2.3	Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.		New	New
4	4.3 Managing Worksheets	4.3.2 Worksheets	4.3.2.4	Copy, move, rename a worksheet within a spreadsheet.			
4	4.4 Formulas and Functions	4.4.1 Arithmetic Formulas	4.4.1.1	Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas.		New	New
4	4.4 Formulas and Functions	4.4.1 Arithmetic Formulas	4.4.1.3	Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!.			
4	4.4 Formulas and Functions	4.4.2 Functions	4.4.2.1a	Use sum, average, minimum, maximum functions.	Done in Ver 4	Changed	Clarity. Added counta, countblank functions. Changed 'Generate' to 'Use'
4	4.4 Formulas and Functions	4.4.2 Functions	4.4.2.1b	Use count, counta, countblank functions.		Changed	Clarity. Added counta, countblank functions. Changed 'Generate' to 'Use'
4	4.5 Formatting	4.5.1 Numbers/Dates	4.5.1.2	Format cells to display a date style, to display a currency symbol.			
4	4.5 Formatting	4.5.3 Alignment, Border Effects	4.5.3.1	Apply text wrapping to contents within a cell, cell range.			
4	4.5 Formatting	4.5.3 Alignment, Border Effects	4.5.3.2	Align cell contents: horizontally, vertically. Adjust cell content orientation.			
4	4.5 Formatting	4.5.3 Alignment, Border Effects	4.5.3.3	Merge cells and centre a title in a merged cell.			
4	4.6 Charts	4.6.1 Create	4.6.1.1	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.	Done in Ver 4	Changed	Quality. Removed ref to graphs.
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	4.7.1 Setup	4.7.1.5	Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers.	Done in Ver 4	Changed	Quality. Added 'delete'
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.			
7	7.1 The Internet	7.1.1 Concepts/Terms	7.1.1.3	Define and understand the terms: Internet Service Provider (ISP), Uniform Resource Locator (URL), hyperlink.	Done in Ver 4	Changed	Rationalized for clarity. Removed HTTP, FTP
7	7.2 Using the Browser	7.2.1 Basic Browsing	7.2.1.3	Display a web page in a new window, tab.	Done in Ver 4	Changed	Currency. To reflect tab option.
7	7.2 Using the Browser	7.2.3 Navigation	7.2.3.3	Navigate to the Home page.		New	New
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	7.6 Using e-mail	7.6.3 Enhancing Productivity	7.6.3.4	Identify an e-mail as read, unread. Mark an e-mail as unread, read.		Changed	Quality. Added 'Identify an e-mail as read, unread.'
7	7.3 Using the Web	7.3.2 Searching	7.3.2.4	Search a web based encyclopaedia, dictionary.		New	New
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.	Done in Ver 4	Changed	Reworded for clarity. Removed 'specific frame'.
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.8	Use a spell checking tool and correct spelling errors.	Done in Ver 4	Changed	Clarity. Removed 'Delete repeated words'.
7	7.7 e-mail Management	7.7.1 Organize	7.7.1.7	Empty the e-mail bin/deleted items/trash folder.	Done in Ver 4	Changed	Clarity. Changed 'message' to 'e-mail'. Added trash folder.

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7	7.1 The Internet	7.1.1 Concepts/Terms	7.1.1.4	Understand the make-up and structure of a web address.			
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.2	Delete part, all browsing history.			
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.5	Delete cache/temporary Internet files.		New	New
7	7.2 Using the Browser	7.2.4 Bookmarks	7.2.4.1	Bookmark a web page. Delete a bookmark.		Changed	Quality. Added 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.		Changed	Quality Added delete.
7	7.2 Using the Browser	7.2.4 Bookmarks	7.2.4.4	Add web pages to a bookmark folder.			
7	7.4 Web Outputs	7.4.1 Saving Files	7.4.1.1	Save a web page to a location on a drive.		Changed	Reworded for clarity. Removed txt, html reference.
7	7.4 Web Outputs	7.4.1 Saving Files	7.4.1.2	Download files from a web page to a location on a drive.			
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.			
7	7.5 Electronic Communication	7.5.2 Security Considerations	7.5.2.1	Be aware of the possibility of receiving fraudulent and unsolicited e-mail.			
7	7.5 Electronic Communication	7.5.2 Security Considerations	7.5.2.2	Understand the term phishing. Recognize attempted phishing.		New	New
7	7.5 Electronic Communication	7.5.2 Security Considerations	7.5.2.3	Be aware of the danger of infecting the computer with a virus by opening an unrecognized e-mail message, by opening an attachment.			
7	7.5 Electronic Communication	7.5.2 Security Considerations	7.5.2.4	Understand what a digital signature is.			
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.	Done in Ver 4		
7	7.5 Electronic Communication	7.5.3 e-mail Theory	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	7.5 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).		New	New
7	7.5 Electronic Communication	7.5.3 e-mail Theory	7.5.3.4	Understand the difference between the To, Copy (Cc), Blind copy (Bcc) fields.		New	New
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.3b	Enter an e-mail address in the Copy (Cc), Blind copy (Bcc) fields.			
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.6	Insert, remove a file attachment.		Changed	Quality. Added 'remove'.
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.7	Save a draft of an e-mail.		New	New
7	7.6 Using e-mail	7.6.2 Receiving e-mail	7.6.2.2	Forward an e-mail.			
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.			

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
7	7.7 e-mail Management	7.7.2 Address Book	7.7.2.1	Add contact details to an address book. Delete contact details from an address book.			
7	7.7 e-mail Management	7.7.2 Address Book	7.7.2.2	Update an address book from incoming e-mail.			
7	7.7 e-mail Management	7.7.2 Address Book	7.7.2.3	Create, update a distribution list/mailling list.		Changed	Quality. Included "update".