

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
2	2.1 Operating System	2.1.2 Setup	2.1.2.3	Set, add keyboard language.			
2	2.1 Operating System	2.1.2 Setup	2.1.2.4	Install, uninstall a software application.			
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.	Done in Ver 4	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.	Done in Ver 4	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	2.2.1.3	Know how files, folders are measured: KB, MB, GB.		New	New
2	2.2 File Management	2.2.1 Main Concepts	2.2.1.5	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	2.2.3 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.		Changed	Currency / Clarity. Use of "Identify". Added 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	2.2.3 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	2.3 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	2.4.2.2	View a print job's progress in a queue using a desktop print manager.			
2	2.4 Print Management	2.4.2 Print	2.4.2.3	Pause, re-start, delete a print job using a desktop print manager.			

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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.	Done in Ver 4	Changed	Rationalized for clarity. Removed HTTP, FTP
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.	Done in Ver 4	Changed	Currency. To reflect tab option.
7	7.2 Using the Browser	7.2.3 <i>Navigation</i>	7.2.3.3	Navigate to the Home page.		New	New
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.		Changed	Quality. Added 'Identify an e-mail as read, unread.'
7	7.3 Using the Web	7.3.2 <i>Searching</i>	7.3.2.4	Search a web based encyclopaedia, dictionary.		New	New
7	7.4 Web Outputs	7.4.2 <i>Prepare and Print</i>	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 <i>Send an e-mail</i>	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 <i>Organize</i>	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.
7	7.2 Using the Browser	7.2.2 <i>Settings</i>	7.2.2.5	Delete cache/temporary Internet files.		New	New
7	7.2 Using the Browser	7.2.4 <i>Bookmarks</i>	7.2.4.1	Bookmark a web page. Delete a bookmark.	Done in Ver 4	Changed	Quality. Added delete a bookmark.
7	7.2 Using the Browser	7.2.4 <i>Bookmarks</i>	7.2.4.3	Create, delete a bookmark folder.	Done in Ver 4	Changed	Quality Added delete.
7	7.4 Web Outputs	7.4.1 <i>Saving Files</i>	7.4.1.1	Save a web page to a location on a drive.	Done in Ver 4	Changed	Reworded for clarity. Removed txt, html reference.
7	7.5 Electronic Communication	7.5.2 <i>Security Considerations</i>	7.5.2.2	Understand the term phishing. Recognize attempted phishing.		New	New
7	7.5 Electronic Communication	7.5.3 <i>e-mail Theory</i>	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 <i>e-mail Theory</i>	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 <i>Send an e-mail</i>	7.6.1.6	Insert, remove a file attachment.	Done in Ver 4	Changed	Quality. Added 'remove'.
7	7.6 Using e-mail	7.6.1 <i>Send an e-mail</i>	7.6.1.7	Save a draft of an e-mail.		New	New
7	7.7 e-mail Management	7.7.2 <i>Address Book</i>	7.7.2.3	Create, update a distribution list/ mailing list.	Done in Ver 4	Changed	Quality. Included "update".
7	7.2 Using the Browser	7.2.2 <i>Settings</i>	7.2.2.3	Allow, block pop-ups.		New	New
7	7.5 Electronic Communication	7.5.1 <i>Concepts/Terms</i>	7.5.1.3	Understand the term short message service (SMS).		New	New
7	7.5 Electronic Communication	7.5.1 <i>Concepts/Terms</i>	7.5.1.4	Understand the term Voice over Internet Protocol (VoIP) and know its main benefits.		New	New
7	7.5 Electronic Communication	7.5.1 <i>Concepts/Terms</i>	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.		New	New
7	7.5 Electronic Communication	7.5.1 <i>Concepts/Terms</i>	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.		New	New

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7	7.1 The Internet	7.1.1 <i>Concepts/Terms</i>	7.1.1.7	Understand the term Really Simple Syndication (RSS) feed. Understand the purpose of subscribing to an RSS feed.		New	New
7	7.1 The Internet	7.1.1 <i>Concepts/Terms</i>	7.1.1.8	Understand the term podcast. Understand the purpose of subscribing to a podcast.		New	New
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.1	Know how to identify a secure web site: https, lock symbol.		New	New
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.2	Know what a digital certificate for a web site is.	Done in Ver 4		
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.3	Understand the term encryption.	Done in Ver 4		
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.4	Know about security threats from web sites like: viruses, worms, trojan horses, spyware. Understand the term malware.		New	New
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.5	Understand that regularly updated anti-virus software helps to protect the computer against security threats.		New	New
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.6	Understand that a firewall helps to protect the computer against intrusion.	Done in Ver 4		
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.7	Know that networks should be secured by user names and passwords.	Done in Ver 4		
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	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.		New	New
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.9	Identify parental control options like: supervision, web browsing restrictions, computer games restrictions, computer usage time limits.		New	New