

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Notes	Remarks
2	2.1 Operating System	2.1.1 First Steps	2.1.1.1	Start the computer and log on securely using a user name and password.		
2	2.1 Operating System	2.1.1 First Steps	2.1.1.2	Restart the computer using an appropriate routine.		
2	2.1 Operating System	2.1.1 First Steps	2.1.1.4	Shut down the computer using an appropriate routine.		
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.1	Identify common icons like those representing: files, folders, applications, printers, drives, recycle bin/wastebasket/trash.		
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.2	Select and move icons.		
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.4	Use an icon to open a file, folder, application.	Changed	Clarity. Took out word 'desktop', directory. Added 'Use an icon to...
2	2.1 Operating System	2.1.4 Using Windows	2.1.4.3	Switch between open windows.		
2	2.1 Operating System	2.1.4 Using Windows	2.1.4.1	Identify the different parts of a window: title bar, menu bar, toolbar or ribbon, status bar, scroll bar.		
2	2.1 Operating System	2.1.4 Using Windows	2.1.4.2	Collapse, expand, restore, resize, move, close a window.		
2	2.4 Print Management	2.4.2 Print	2.4.2.1	Print a document from a text editing application.		
2	2.2 File Management	2.2.3 Working with Files	2.2.3.2	Open a text editing application. Enter text into a file, name and save the file to a location on a drive.		
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.1	Open, close a word processing application. Open, close documents.		
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.2a	Create a new document based on default template		
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.3	Save a document to a location on a drive. Save a document under another name to a location on a drive.		
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.3	Use magnification/zoom tools.		
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.		
3	3.2 Document Creation	3.2.1 Enter Text	3.2.1.2	Enter text into a document.		
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.1	Create, merge paragraph(s).		
3	3.4 Objects	3.4.3 Graphical Objects	3.4.3.3	Copy, move an object within a document, between open documents.		
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.2	Select character, word, line, sentence, paragraph, entire body text.		
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.3	Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text.		
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.7	Delete text.		
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.8	Use the undo, redo command.		

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Notes	Remarks
3	3.3 Formatting	3.3.1 Text	3.3.1.1	Change text formatting: font sizes, font types.		
3	3.3 Formatting	3.3.1 Text	3.3.1.2	Apply text formatting: bold, italic, underline.		
3	3.3 Formatting	3.3.1 Text	3.3.1.3	Apply text formatting: subscript, superscript.		
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.1	Change document orientation: portrait, landscape. Change paper size.		
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.2	Change margins of entire document, top, bottom, left, right.		
3	3.3 Formatting	3.3.1 Text	3.3.1.4	Apply different colours to text.		
3	3.3 Formatting	3.3.1 Text	3.3.1.5	Apply case changes to text.		
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.4	Align text left, centre, right, justified.		
3	3.4 Objects	3.4.3 Graphical Objects	3.4.3.1	Insert an object (picture, image, chart, drawn object) to a specified location in a document.		
3	3.4 Objects	3.4.3 Graphical Objects	3.4.3.2	Select an object.		
3	3.4 Objects	3.4.3 Graphical Objects	3.4.3.4	Resize, delete an object.		
3	3.6 Prepare Outputs	3.6.2 Check and Print	3.6.2.3	Preview a document.		
3	3.6 Prepare Outputs	3.6.2 Check and Print	3.6.2.4	Print a document from an installed printer using output options like: entire document, specific pages, number of copies.		
4	4.1 Using the Application	4.1.1 Working with Spreadsheets	4.1.1.1	Open, close a spreadsheet application. Open, close spreadsheets.		
4	4.1 Using the Application	4.1.1 Working with Spreadsheets	4.1.1.2	Create a new spreadsheet based on default template.		
4	4.1 Using the Application	4.1.1 Working with Spreadsheets	4.1.1.3	Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive.		
4	4.2 Cells	4.2.1 Insert, Select	4.2.1.3	Enter a number, date, text in a cell.		
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.	Changed	Quality. Delimited. Added 'to optimal width or height.
4	4.2 Cells	4.2.2 Edit, Sort	4.2.2.1	Edit cell content, modify existing cell content.		
4	4.2 Cells	4.2.2 Edit, Sort	4.2.2.2	Use the undo, redo command.		
4	4.2 Cells	4.2.3 Copy, Move, Delete	4.2.3.4	Delete cell contents.		
4	4.5 Formatting	4.5.2 Contents	4.5.2.1	Change cell content appearance: font sizes, font types.		
4	4.5 Formatting	4.5.2 Contents	4.5.2.2	Apply formatting to cell contents: bold, italic, underline, double underline.		
4	4.5 Formatting	4.5.2 Contents	4.5.2.3	Apply different colours to cell content, cell background.		
4	4.3 Managing Worksheets	4.3.2 Worksheets	4.3.2.1	Switch between worksheets.		
4	4.4 Formulas and Functions	4.4.1 Arithmetic Formulas	4.4.1.2	Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division).		
4	4.7 Prepare Outputs	4.7.1 Setup	4.7.1.2	Change worksheet orientation: portrait, landscape. Change paper size.		
4	4.7 Prepare Outputs	4.7.2 Check and Print	4.7.2.4	Preview a worksheet.		

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Notes	Remarks
6	6.1 Using the Application	6.1.1 Working with Presentations	6.1.1.1	Open, close a presentation application. Open, close presentations.		
6	6.1 Using the Application	6.1.1 Working with Presentations	6.1.1.2	Create a new presentation based on default template.		
6	6.1 Using the Application	6.1.1 Working with Presentations	6.1.1.3	Save a presentation to a location on a drive. Save a presentation under another name.		
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.1	Choose a different built-in slide layout for a slide.		
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.2	Apply an available design template to a presentation.		
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.6	Delete slide(s).		
6	6.3 Text	6.3.1 Handling Text	6.3.1.2	Enter text into a placeholder in standard, outline view.		
6	6.3 Text	6.3.1 Handling Text	6.3.1.3	Edit text in a presentation.		
6	6.3 Text	6.3.1 Handling Text	6.3.1.5	Delete text.		
6	6.3 Text	6.3.1 Handling Text	6.3.1.6	Use the undo, redo command.		
6	6.3 Text	6.3.2 Formatting	6.3.2.1	Change text formatting: font sizes, font types.		
6	6.3 Text	6.3.2 Formatting	6.3.2.2	Apply text formatting: bold, italic, underline, shadow.		
6	6.3 Text	6.3.2 Formatting	6.3.2.3	Apply different colours to text.		
6	6.3 Text	6.3.2 Formatting	6.3.2.4	Apply case changes to text.		
6	6.3 Text	6.3.2 Formatting	6.3.2.5	Align text: left, centre, right in a text frame.	Changed	Quality. Changed 'in a slide' to 'in a text frame'.
6	6.6 Prepare Outputs	6.6.2 Check and Deliver	6.6.2.4	Start a slide show from first slide, from current slide.		
6	6.6 Prepare Outputs	6.6.2 Check and Deliver	6.6.2.5	Navigate to next slide, previous slide, specified slide during a slide show.	New	New
7	7.1 The Internet	7.1.1 Concepts/Terms	7.1.1.1	Understand what the Internet is.		
7	7.1 The Internet	7.1.1 Concepts/Terms	7.1.1.2	Understand what the World Wide Web (WWW) is.		
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.	Changed	Rationalized for clarity. Removed HTTP, FTP
7	7.1 The Internet	7.1.1 Concepts/Terms	7.1.1.5	Understand what a web browser is and name different web browsers.		
7	7.1 The Internet	7.1.1 Concepts/Terms	7.1.1.6	Know what a search engine is.		
7	7.2 Using the Browser	7.2.1 Basic Browsing	7.2.1.1	Open, close a web browsing application.		
7	7.2 Using the Browser	7.2.1 Basic Browsing	7.2.1.2	Enter a URL in the address bar and go to the URL.		

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7	7.3 Using the Web	7.3.2 Searching	7.3.2.1	Select a specific search engine.		
7	7.2 Using the Browser	7.2.1 Basic Browsing	7.2.1.3	Display a web page in a new window, tab.	Changed	Currency. To reflect tab option.
7	7.2 Using the Browser	7.2.1 Basic Browsing	7.2.1.4	Stop a web page from downloading.		
7	7.2 Using the Browser	7.2.1 Basic Browsing	7.2.1.5	Refresh a web page.		
7	7.2 Using the Browser	7.2.3 Navigation	7.2.3.1	Activate a hyperlink.		
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	7.2 Using the Browser	7.2.3 Navigation	7.2.3.2	Navigate backwards and forwards between previously visited web pages.		
7	7.3 Using the Web	7.3.2 Searching	7.3.2.2	Carry out a search for specific information using a keyword, phrase.		
7	7.4 Web Outputs	7.4.2 Prepare and Print	7.4.2.1	Prepare a web page for printing: change printed page orientation, paper size, printed page margins.		
7	7.4 Web Outputs	7.4.2 Prepare and Print	7.4.2.2	Preview a web page.		
7	7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.1	Understand the term e-mail and know its main uses.		
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.1	Open, close an e-mail application. Open, close an e-mail.		
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.2	Create a new e-mail.		
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.3a	Enter an e-mail address in the To field.		
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.4	Enter a title in the Subject field.		
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	7.6.3.4	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	7.7 e-mail Management	7.7.1 Organize	7.7.1.5	Delete an e-mail.		

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2	2.1 Operating System	2.1.1 First Steps	2.1.1.3	Shut down a non-responding application.			
2	2.1 Operating System	2.1.2 Setup	2.1.2.2	Change the computer's desktop configuration: date & time, volume settings, desktop display options (colour settings, desktop background, screen pixel resolution, screen saver options).			
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	2.1.3.2	Select and move icons.			
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	2.2.2 Files and Folders	2.2.2.1	Open a window to display folder name, size, location on a drive.		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	2.2.2.3	Navigate to a folder, file on a drive.			
2	2.3 Utilities	2.3.2 Anti-Virus	2.3.2.1	Understand what a virus is and the ways a virus can be transmitted onto a computer.			
2	2.3 Utilities	2.3.2 Anti-Virus	2.3.2.2	Use anti-virus software to scan specific drives, folders, files.			
2	2.3 Utilities	2.3.2 Anti-Virus	2.3.2.3	Understand why anti-virus software needs to be updated regularly.			
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.2	Use available Help functions.			
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.3	Use magnification/zoom tools.			
3	3.1 Using the Application	3.1.2 Enhancing Productivity	3.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.			
3	3.2 Document Creation	3.2.1 Enter Text	3.2.1.1	Switch between page view modes.			
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.4	Use a simple search command for a specific word, phrase.			
3	3.2 Document Creation	3.2.2 Select, Edit	3.2.2.5	Use a simple replace command for a specific word, phrase.			
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.9	Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list.			
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.5	Add, edit text in headers, footers.			
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.6	Add fields in headers, footers: date, page number information, file name.		Changed	Quality. Removed file location. Added file name.
3	3.6 Prepare Outputs	3.6.1 Setup	3.6.1.7	Apply automatic page numbering to a document.			
3	3.6 Prepare Outputs	3.6.2 Check and Print	3.6.2.1	Spell check a document and make changes like: correcting spelling errors, deleting repeated words.			
3	3.6 Prepare Outputs	3.6.2 Check and Print	3.6.2.2	Add words to a built-in custom dictionary using a spell checker.			

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4	4.1 Using the Application	4.1.2 Enhancing Productivity	4.1.2.3	Use magnification/zoom tools.			
4	4.1 Using the Application	4.1.2 Enhancing Productivity	4.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.			
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	4.2.2 Edit, Sort	4.2.2.5	Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order.			
4	4.2 Cells	4.2.3 Copy, Move, Delete	4.2.3.1	Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets.			
4	4.2 Cells	4.2.3 Copy, Move, Delete	4.2.3.2	Use the autofill tool/copy handle tool to copy, increment data entries.			
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.		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.			
4	4.3 Managing Worksheets	4.3.1 Rows and Columns	4.3.1.3	Insert, delete rows and columns.			
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	4.4.2 Functions	4.4.2.1a	Use sum, average, minimum, maximum functions.		Changed	Clarity. Added counta, countblank functions. Changed 'Generate' to 'Use'
4	4.5 Formatting	4.5.1 Numbers/Dates	4.5.1.1	Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands.			
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	4.5 Formatting	4.5.1 Numbers/Dates	4.5.1.3	Format cells to display numbers as percentages.			
4	4.5 Formatting	4.5.3 Alignment, Border Effects	4.5.3.4	Add border effects to a cell, cell range: lines, colours.			
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.		Changed	Quality. Removed ref to graphs.
4	4.7 Prepare Outputs	4.7.2 Check and Print	4.7.2.5b	Print a selected chart.			
6	6.1 Using the Application	6.1.2 Enhancing Productivity	6.1.2.2	Use available Help functions.			
6	6.1 Using the Application	6.1.2 Enhancing Productivity	6.1.2.3	Use magnification/zoom tools.			
6	6.1 Using the Application	6.1.2 Enhancing Productivity	6.1.2.4	Display, hide built-in toolbars. Restore, minimize the ribbon.			
6	6.2 Developing a Presentation	6.2.1 Presentation Views	6.2.1.1	Understand the uses of different presentation view modes: normal view, slide sorter view, outline view, slide show view.			
6	6.2 Developing a Presentation	6.2.1 Presentation Views	6.2.1.2	Recognize good practice in adding slide titles: use a different title for each slide to distinguish it in outline view, when navigating in slide show view.		New	New

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6	6.2 Developing a Presentation	6.2.1 Presentation Views	6.2.1.3	Change between presentation view modes: normal view, slide sorter view, slide show view.			
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.3	Change background colour on specific slide(s), all slides.			
6	6.2 Developing a Presentation	6.2.2 Slides	6.2.2.4	Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet.		Changed	Quality. Changed 'Such as' to 'like'. Added /spreadsheet (to incorporate Open Source applications)
6	6.5 Graphical Objects	6.5.1 Insert, Manipulate	6.5.1.1	Insert a graphical object (picture, image, drawn object) into a slide.			
6	6.5 Graphical Objects	6.5.1 Insert, Manipulate	6.5.1.2	Select a graphical object.			
6	6.5 Graphical Objects	6.5.1 Insert, Manipulate	6.5.1.3	Copy, move graphical objects, charts within the presentation, between open presentations.			
6	6.5 Graphical Objects	6.5.1 Insert, Manipulate	6.5.1.4	Resize, delete graphical objects, charts in a presentation.			
6	6.5 Graphical Objects	6.5.1 Insert, Manipulate	6.5.1.5	Rotate, flip a graphical object.			
6	6.5 Graphical Objects	6.5.1 Insert, Manipulate	6.5.1.6	Align a graphical object relative to a slide: left, centre, right, top, bottom.		Changed	Quality. Graphical object can be picture, image, drawn object.
7	7.2 Using the Browser	7.2.1 Basic Browsing	7.2.1.6	Use available Help functions.			
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.1	Set the web browser Home Page/Startpage.			
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.6	Display, hide built-in toolbars.			
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	7.3 Using the Web	7.3.2 Searching	7.3.2.4	Search a web based encyclopaedia, dictionary.		New	New
7	7.4 Web Outputs	7.4.1 Saving Files	7.4.1.3	Copy text, image, URL from a web page to a document.			
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.		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.		Changed	Clarity. Removed 'Delete repeated words'.
7	7.6 Using e-mail	7.6.2 Receiving e-mail	7.6.2.1	Use the reply, reply to all function.			
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	7.6.3.5	Display, hide built-in toolbars. Restore, minimize the ribbon.			
7	7.6 Using e-mail	7.6.3 Enhancing Productivity	7.6.3.6	Use available Help functions.			
7	7.7 e-mail Management	7.7.1 Organize	7.7.1.6	Restore a deleted e-mail.			
7	7.7 e-mail Management	7.7.1 Organize	7.7.1.7	Empty the e-mail bin/deleted items/trash folder.		Changed	Clarity. Changed 'message' to 'e-mail'. Added trash folder.

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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: ©, ®, ™.			

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
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.			

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
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.

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
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".

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
2	2.1 Operating System	2.1.2 Setup	2.1.2.1	View the computer's basic system information: operating system name and version number, installed RAM (random- access memory).			
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	2.2.3.5	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	2.2.6 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.			
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.2b	Create a new document based on other available template like: memo, fax, agenda.	Done in Ver 4		
3	3.1 Using the Application	3.1.1 Working with Documents	3.1.1.4	Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number.		Changed	Clarity. Removed 'HTML'
3	3.3 Formatting	3.3.1 Text	3.3.1.6	Apply automatic hyphenation.			
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.2	Insert, remove soft carriage return (line break).			
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.3	Recognize good practice in aligning text: use align, indent, tab tools rather than inserting spaces.		New	New
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.5	Indent paragraphs: left, right, first line.		Changed	Quality. Removed 'hanging indent'.
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.6	Set, remove and use tabs: left, centre, right, decimal.			
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.7	Recognize good practice in paragraph spacing: apply spacing between paragraphs rather than use the Return key.		New	New
3	3.3 Formatting	3.3.2 Paragraphs	3.3.2.8	Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs.			
3	3.3 Formatting	3.3.3 Styles	3.3.3.3	Use copy format tool.			

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
3	3.5 Mail Merge	3.5.1 Preparation	3.5.1.1	Open, prepare a document, as a main document for a mail merge.			
3	3.5 Mail Merge	3.5.1 Preparation	3.5.1.2	Select a mailing list, other data file, for use in a mail merge.			
3	3.5 Mail Merge	3.5.1 Preparation	3.5.1.3	Insert data fields in a mail merge main document (letter, address labels).			
3	3.5 Mail Merge	3.5.2 Outputs	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	3.5.2 Outputs	3.5.2.2	Print mail merge outputs: letters, labels.		New	New
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	3.6.1.6	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	4.1.1.4	Save a spreadsheet as another file type like: template, text file, software specific file extension, version number.		Changed	Quality. Removed HTML
4	4.1 Using the Application	4.1.2 Enhancing Productivity	4.1.2.1	Set basic options/preferences in the application: user name, default folder to open, save spreadsheets.		Changed	Clarity. Removed references to directory.
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	4.3 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	4.2.3 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	4.3.2 Worksheets	4.3.2.3	Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.		New	New
4	4.4 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	4.4.1.4	Understand and use relative, absolute cell referencing in formulas.			
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.	Done in Ver 4	Changed	Clarity. Added counta, countblank functions. Changed 'Generate' to 'Use'
4	4.4 Formulas and Functions	4.4.2 Functions	4.4.2.2	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.			
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	4.6 Charts	4.6.1 Create	4.6.1.2	Select a chart.		New	New
4	4.6 Charts	4.6.1 Create	4.6.1.3	Change the chart type.		Changed	Quality. Removed ref to graphs
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.		Changed	Quality and Clarity. Added 'edit' removed "graph" references
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.		Changed	Clarity. Added 'legend fill colour'.

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
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.		New	New
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	4.7.2.5a	Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet.			
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	7.6 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.
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.	Done in Ver 4	Changed	Quality. Added delete a bookmark.
7	7.2 Using the Browser	7.2.4 Bookmarks	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 Saving Files	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 Security Considerations	7.5.2.2	Understand the term phishing. Recognize attempted phishing.		New	New
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	7.6.1.6	Insert, remove a file attachment.	Done in Ver 4	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	7.7 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.	Done in Ver 4	Changed	Quality. Included "update".

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.3	Allow, block pop-ups.		New	New
7	7.2 Using the Browser	7.2.2 Settings	7.2.2.4	Allow, block cookies.			
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).		New	New
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.		New	New
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.		New	New
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.		New	New
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.5	Copy text from another source into an e-mail.			
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.9	Send an e-mail, send an e-mail with a low, high priority.			
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	7.6.3.3	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	7.7.1 Organize	7.7.1.3	Create, delete an e-mail folder.			
7	7.7 e-mail Management	7.7.1 Organize	7.7.1.4	Move e-mails to an e-mail folder.			

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.			

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
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

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item	Comments	Notes	Remarks
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