

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
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.
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.

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
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.
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.

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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.
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.

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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.
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.
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.
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.
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.
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.

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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.
7	7.7 e-mail Management	7.7.1 Organize	7.7.1.5	Delete an e-mail.