

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
2	2.1 Operating System	2.1.1 First Steps	2.1.1.5	Use available Help functions.
2	2.1 Operating System	2.1.3 Working with Icons	2.1.3.3	Create, remove a desktop shortcut icon, make an alias.
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.
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.
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	2.2.4 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: ©, ®, ™.
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.

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3	<b>3.3 Formatting</b>	3.3.3 <i>Styles</i>	3.3.3.3	Use copy format tool.
3	<b>3.4 Objects</b>	3.4.1 <i>Table Creation</i>	3.4.1.1	Create a table ready for data insertion.
3	<b>3.4 Objects</b>	3.4.1 <i>Table Creation</i>	3.4.1.2	Insert, edit data in a table.
3	<b>3.4 Objects</b>	3.4.1 <i>Table Creation</i>	3.4.1.3	Select rows, columns, cells, entire table.
3	<b>3.4 Objects</b>	3.4.1 <i>Table Creation</i>	3.4.1.4	Insert, delete, rows and columns.
3	<b>3.4 Objects</b>	3.4.2 <i>Table Formatting</i>	3.4.2.1	Modify column width, row height.
3	<b>3.4 Objects</b>	3.4.2 <i>Table Formatting</i>	3.4.2.2	Modify cell border line style, width, colour.
3	<b>3.4 Objects</b>	3.4.2 <i>Table Formatting</i>	3.4.2.3	Add shading/background colour to cells.
3	<b>3.6 Prepare Outputs</b>	3.6.1 <i>Setup</i>	3.6.1.3	Recognize good practice in adding new pages: insert a page break rather than using the Return key.
3	<b>3.6 Prepare Outputs</b>	3.6.1 <i>Setup</i>	3.6.1.4	Insert, delete a page break in a document.
4	<b>4.2 Cells</b>	4.2.1 <i>Insert, Select</i>	4.2.1.4	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet.
4	<b>4.3 Managing Worksheets</b>	4.3.2 <i>Worksheets</i>	4.3.2.2	Insert a new worksheet, delete a worksheet.
4	<b>4.3 Managing Worksheets</b>	4.3.2 <i>Worksheets</i>	4.3.2.3	Recognize good practice in naming worksheets: use meaningful worksheet names rather than accept default names.
4	<b>4.4 Formulas and Functions</b>	4.4.2 <i>Functions</i>	4.4.2.2	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <.
4	<b>4.7 Prepare Outputs</b>	4.7.2 <i>Check and Print</i>	4.7.2.5a	Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet.
6	<b>6.1 Using the Application</b>	6.1.1 <i>Working with Presentations</i>	6.1.1.4	Save a presentation as another file type: Rich Text Format, template, show, image file format, version number.
6	<b>6.1 Using the Application</b>	6.1.1 <i>Working with Presentations</i>	6.1.1.5	Switch between open presentations.
6	<b>6.3 Text</b>	6.3.1 <i>Handling Text</i>	6.3.1.1	Recognize good practice in creating slide content: use short concise phrases, bullet points, numbered lists.
6	<b>6.3 Text</b>	6.3.3 <i>Lists</i>	6.3.3.1	Indent bulleted text. Remove indent from bulleted text.
6	<b>6.3 Text</b>	6.3.3 <i>Lists</i>	6.3.3.2	Adjust line spacing before and after bulleted, numbered lists.
6	<b>6.3 Text</b>	6.3.3 <i>Lists</i>	6.3.3.3	Switch between the different standard bullet, number styles in a list.
6	<b>6.3 Text</b>	6.3.4 <i>Tables</i>	6.3.4.1	Enter, edit text in a table slide.
6	<b>6.3 Text</b>	6.3.4 <i>Tables</i>	6.3.4.2	Select rows, columns, entire table.

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6	6.3 Text	6.3.4 Tables	6.3.4.3	Insert, delete rows and columns.
6	6.3 Text	6.3.4 Tables	6.3.4.4	Modify column width, row height.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.1	Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.2	Enter text into a text box, block arrow, rectangle, square, oval, circle.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.3	Change drawn object background colour, line colour, line weight, line style.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.4	Change arrow start style, arrow finish style.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.5	Apply a shadow to a drawn object.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.6	Group, ungroup drawn objects in a slide.
6	6.5 Graphical Objects	6.5.2 Drawing	6.5.2.7	Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.1	Add, remove transition effects between slides.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.2	Add, remove preset animation effects for different slide elements.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.3	Add presenter notes to slides.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.4	Select appropriate output format for slide presentation like: overhead, handout, on-screen show.
6	6.6 Prepare Outputs	6.6.1 Preparation	6.6.1.5	Hide, show slides.
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.
7	7.2 Using the Browser	7.2.4 Bookmarks	7.2.4.1	Bookmark a web page. 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.
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.

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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.
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.
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).
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.
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.
7	7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.7	Save a draft of an e-mail.
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.
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/ mailing list.