

Module	CATEGORY	KNOWLEDGE AREA	REF.	Knowledge Item
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	2.2 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.
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.
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.
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
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.
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.
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.
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.
7	7.1 The Internet	7.1.2 <i>Security Considerations</i>	7.1.2.3	Understand the term encryption.
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.
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.
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.
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.
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.
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.