



Syllabus

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CYPRUS
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Module 1 – Computer Basics

The following is the Syllabus for Module 1, **Computer Basics**, which provides the basis for the theory-based test in this module.

Module Goals

Module 1 In the **Computer Basics** module, the candidate is required to understand some of the main concepts of Computers & Information Technology.



The candidate must be aware of the basic computer applications and how they can be used in everyday life. He/she must distinguish the different types of computers, the concepts hardware and software and the internal and external computer peripherals. The candidate must be in a position to adopt best practices in relation to the use of computers and distinguish between educational and recreational software.

The candidate must be familiar with the capabilities of the applications usually met at school, learn about special-purpose computers and which are the removable storage media and the unit of measure of memory. Additionally, he/she must be in a position to categorise and distinguish between input and output devices and understand the different categories of educational software.

MODULE 1 – Computer Basics

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
1.1 Usage of Computers	1.1.1 Computers in everyday life	1.1.1.1	Understand the role and use of Computers at home.
		1.1.1.2	Distinguish among common software applications such as Word Processing, Graphics, World Wide Web browsing, e-mail.
		1.1.1.3	Understand the role and use of Computers at school.
		1.1.1.4	Distinguish among applications such as: Spreadsheets, simple Desktop Publishing (DTP), educational software.
1.2 Types of Personal Computers	1.2.1 Desktop Computers	1.2.1.1	Distinguish between Desktop-Laptop computers and their basic differences as regards: power supply, weight, size, built-



MODULE 1 – Computer Basics

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
			in screen, and keyboard.
		1.2.1.2	Recognize Desktop & Tower personal computers and their uses.
	1.2.2 Portable Computers	1.2.2.1	Recognize Portable/Laptop computers and their uses.
	1.2.3 Other Computer Types	1.2.3.1	Recognize special purpose computers and their uses: game machines, palmtops, special mobile phones, organisers.
		1.2.3.2	Recognize networked computers. Understand the use of shared resources (disks and printers).
1.3 Hardware	1.3.1 Hardware Concepts	1.3.1.1	Understand the term Hardware
		1.3.1.2	List Simple examples of common Hardware
	1.3.2 Main (internal) parts of a computer	1.3.2.1	Understand the role and function of a Motherboard in a computer system.
		1.3.2.2	Understand the role and function of Processor in a computer system.
		1.3.2.3	Understand the role and function of Hard Disk in a computer system.
		1.3.2.4	Understand the role and function of Graphics Card in a computer system.
	1.3.3 Memory	1.3.3.1	Understand the role and function of RAM – Random Access Memory in a computer system.
		1.3.3.2	Understand the different units of measure for memory and how they relate: bit, byte, Kbyte (KB), Mbyte (MB), Gbyte (GB), Terabyte (TB).
	1.3.4 Storage Media	1.3.4.1	Understand the available options as regards Storage Media, such as: Re-writable and read-only removable Diskettes, CD-R, CD-R/W, DVD, Zip disks, flash/USB memory sticks.



MODULE 1 – Computer Basics

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM	
	1.3.5 Input/Output Devices	1.3.5.1	Understand the role and differences among different devices, such as: Input, Output and Input-Output peripheral devices.	
		1.3.5.2	Understand the role and use of Main input devices, such as: Mouse, keyboard, scanner, digital camera, touchpad, microphone, joystick etc.	
		1.3.5.3	Understand the role and use of Main output devices, such as: screen/monitor, printer, speakers etc.	
		1.3.5.4	Understand the various Screen characteristics, such as: size, type (CRT, LCD and TFT).	
		1.3.5.5	Understand the basic characteristics and main uses of Laser – Inkjet printers.	
	1.3.6 Peripheral Devices	1.3.6.1	Distinguish among peripheral devices.	
		1.3.6.2	Distinguish and recognize Wireless peripherals or other devices like: mouse, keyboard, mobile phones and organisers.	
	1.4 Software	1.4.1 Software Concepts	1.4.1.1	Understand the term Software.
			1.4.1.2	List simple examples of common business software and explain their use.
		1.4.2 Operating System	1.4.2.1	Understand the term Operating System and its role in a computer system.
1.4.2.2			Give examples of operating systems.	
1.4.3 Educational Software		1.4.3.1	Identify the categories and basic differences of educational software for children: simulation, practice – ability, knowledge and encyclopaedias etc.	
		1.4.3.2	Demonstrate some educational software (freeware).	
1.4.4 Computer Games	1.4.4.1	Understand the differences between educational software and games (recreational) software.		



MODULE 1 – Computer Basics

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		1.4.4.2	Understand how computers can be used to play games for fun and education purposes.
		1.4.4.3	Demonstrate some basic computer games (freeware).
1.5 Precautions – Best Practices when using a computer	1.5.1 What to be aware of	1.5.1.1	Adopt best practices for ensuring a user's wellbeing when using the computer. Understand that correct positioning of the computer, desk and seat can help maintain a good posture. Avoid eating or drinking near the computer and use it with clean hands. Have regular breaks away of the computer.
		1.5.1.2	Understand basic safety measures in a computer environment like: wiring, heat sources, humidity, safety backups and anti-virus software.



Module 2 – First Steps with the Computer

The following is the Syllabus for Module 2, **First Steps with the Computer**, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 2 In the **First Steps with the Computer** module, the candidate is required to demonstrate the ability to use the basic functions of a personal computer.



The candidate must be familiar with the actions that can be accomplished using the mouse and the keyboard of the computer. Additionally, he/she must recognise the common icons of the taskbar and the Desktop and work with Windows, identifying and using their main elements. Finally, the candidate must be able to open and navigate into folders and sub-folders, as well as safely shutting down a computer.

The candidate must be in a position to create and delete folders and files and restore files from the recycle bin. Moreover, he/she must understand the terms user, user id and password and be able to manage the available file and folder View options in the different folders.

MODULE 2 – First Steps with the Computer

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
2.1 Start the Computer	2.1.1 Basic Operations	2.1.1.1	Power on/off with different computer boxes (cases) and with portable/laptop computers.
		2.1.1.2	Understand what is meant by the terms user, user id and password. Login of the default user.
		2.1.1.3	Resume from hibernation and standby modes.
2.2 Restart the Computer	2.2.1 Resuming operations	2.2.1.1	Use different ways to restart the computer.
		2.2.1.2	Understand when should and when can we restart the computer.



MODULE 2 – First Steps with the Computer

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
2.3 Use of the Mouse	2.3.1 Mouse Operations	2.3.1.1	Use different mouse functions: selection (with left and right button), activation (double click) and drag-and-drop (with left and right button).
		2.3.1.2	Combine the mouse with Shift and Ctrl keys.
		2.3.1.3	Recognize Mouse devices with scroll wheel, mouse devices with extra navigation buttons and their uses.
2.4 Use of the Keyboard	2.4.1 Keyboard Operations	2.4.1.1	Input keys: characters, numbers and symbols. Numeric keypad.
		2.4.1.2	Control keys: move, delete, function keys.
		2.4.1.3	Switch between keyboard languages using the mouse or the keyboard.
	2.4.2 Create Text Document	2.4.2.1	Open a simple word processor (e.g. Notepad or WordPad or MS Word)
		2.4.2.2	Type simple text.
		2.4.2.3	Save a document in a Desktop folder.
2.5 Desktop	2.5.1 Desktop Elements	2.5.1.1	Understand the meaning and usage of the Desktop.
		2.5.1.2	Recognize and use the Taskbar, Desktop, Start button.
		2.5.1.3	Recognize and understand the usage of standard Desktop Icons: My Computer, Recycle Bin, My Documents, My Network Places. Open and explore the related windows.
		2.5.1.4	Recognize the standard icons in the Taskbar: language, volume control, active utility programs.
2.6 Desktop Icons	2.6.1 Operations with Icons	2.6.1.1	Recognise the Classic Desktop: select icons with a single click.
		2.6.1.2	Open icons with double-click.



MODULE 2 – First Steps with the Computer

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		2.6.1.3	Move icons around the desktop (drag and drop).
		2.6.1.4	Re-arrange the icons on the desktop.
		2.6.1.5	Select multiple icons.
2.7 Windows	2.7.1 Working with Windows	2.7.1.1	Understand and use of the main parts of a window
		2.7.1.2	Recognize the active window and switch between windows.
		2.7.1.3	Recognize the Title bar, Toolbar, Scroll Bars and when they appear.
		2.7.1.4	Close, minimise, maximise and restore a window using the related buttons.
		2.7.1.5	Move a window around.
		2.7.1.6	Change the size of a window
2.8 Folders and Files	2.8.1 Working with Folders and Files	2.8.1.1	Understand the concept of a folder and a file and their difference.
		2.8.1.2	Open a window folder using its icon.
		2.8.1.3	Create and name a folder in various locations (i.e. "My Documents", the Desktop, C:\ etc).
		2.8.1.4	Navigate between folders and sub-folders: Back, Forward and Up buttons.
		2.8.1.5	Status bar, Frequently Asked Questions frame, File and Folder Tasks frame in folder windows.
		2.8.1.6	Switch between different views of files and folders in the folder windows.
		2.8.1.7	Automatically open files using their icons. What does a file icon imply.
		2.8.1.8	Delete a file – folder from "My Documents" and the Desktop.
	2.8.2 The Recycle	2.8.2.1	Restore a file from the Recycle Bin.



MODULE 2 – First Steps with the Computer

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
2.9 Finish Work with the Computer	Bind	2.8.2.2	Empty the Recycle Bin.
	2.9.1 Shutdown & Switch off the computer	2.9.1.1	Use a safe procedure for shutting down the computer: Save and close files, close applications.
		2.9.1.2	Shut down from the Start menu.
		2.9.1.3	Log off a user (without shutting down the computer)
		2.9.1.4	Switch User (without Log off).



Module 3 – Text and Documents

The following is the Syllabus for Module 3, **Text and Documents**, which provides the basis for the practice-based test in this module.

Module Goals

Module 3 In the **Text and Documents** module, the candidate is required to demonstrate the ability to make basic use of a word processing application on a computer.



By using a word processing application, the candidate must be in a position to manage and print a document, enter and edit text, apply simple text formatting and distinguish between the terms paragraph and line.

Additionally, the candidate must be able to use additional functions, know how to edit a document by moving or copying text or pictures from other applications. He/she must illustrate competence in the use of tools for enhancing a document, like the insertion of existing graphics, the use of tabs, and the use of bullets and be able to activate basic printing options.

MODULE 3 – Text and Documents

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
3.1 Word Processing Application	3.1.1 Starting up with a word processing application	3.1.1.1	Open a Word Processing application.
		3.1.1.2	Basic elements of the application's window: Menu, document area, tool bars, scroll bars, ruler.
		3.1.1.3	Close a Word Processing application.
3.2 Using documents	3.2.1 Document Concepts	3.2.1.1	Open an existing document.
		3.2.1.2	Open multiple documents.
		3.2.1.3	Close a document.
		3.2.1.4	Create a new blank document.
		3.2.1.5	Save an existing open document.
		3.2.1.6	Save a new document in "My Documents", on the Desktop and onto a suitable media.



MODULE 3 – Text and Documents

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		3.2.1.7	Save an existing open document in a different location or with a different name.
3.3 Auxiliary Functions	3.3.1 Text manipulation and help functions	3.3.1.1	Use the Undo and Redo functions.
		3.3.1.2	Document Previews, Zoom.
		3.3.1.3	Activate and deactivate the Help Assistant.
		3.3.1.4	Use available text sensitive help functions.
3.4 Basic Word Processing	3.4.1 Preparing the Document	3.4.1.1	Type, input text.
		3.4.1.2	Move cursor around the text.
		3.4.1.3	Correct text using the Backspace and Delete keys.
		3.4.1.4	The role of the RETURN/ENTER Key
		3.4.1.5	Select text: word, line, paragraph, entire body.
		3.4.1.6	Delete selected text.
		3.4.1.7	Overtyping to replace existing text.
3.5 Text Operations	3.5.1 Copying Text	3.5.1.1	Understand the concept of text copying.
		3.5.1.2	Copy and paste text within a document.
		3.5.1.3	Understand the clipboard function for the copy function.
	3.5.2 Moving Text	3.5.2.1	Understand the concept of text moving.
		3.5.2.2	Cut and paste text within a document.
		3.5.2.3	Understand the clipboard function for the move function.
3.6 Text Formatting	3.6.1 Basic Text Formatting	3.6.1.1	Change text font in a document.
		3.6.1.2	Change text font size in a document.
		3.6.1.3	Apply bold, italic and underline text formatting.



MODULE 3 – Text and Documents

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		3.6.1.4	Change the text colour in a document.
		3.6.1.5	Apply bullets.
3.7 Paragraph Formatting	3.7.1 Basic Paragraph Formatting	3.7.1.1	Understand the concept of paragraph in a word processing document.
		3.7.1.2	Align text left, centre, right and justified.
		3.7.1.3	Indent paragraphs: left, right, first line hanging.
3.8 Enhancing the text & the document	3.8.1 Enhance the Text	3.8.1.1	Apply simple paragraph borders.
		3.8.1.2	Use the text highlight tool.
	3.8.2 Enhance the Document	3.8.2.1	Insert available application built-in graphics (e.g. ClipArt).
		3.8.2.2	Move and change size of graphics.
		3.8.2.3	Insert picture from file.
		3.8.2.4	Input date in one of the available date formats.
		3.8.2.5	Insert symbols from special character fonts.
3.9 Tables	3.9.1 Basic Table Operations	3.9.1.1	Understand the concept and the use of a table.
		3.9.1.2	Define, create a simple table.
		3.9.1.3	Enter text in the table.
3.10 Prepare Output	3.10.1 Printing Operations	3.10.1.1	Print Preview a document
		3.10.1.2	Print a document from a default printer.
		3.10.1.3	Print multiple copies.
		3.10.1.4	Print the current page of an open document.

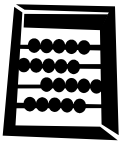


Module 4 – Numbers and Calculations

The following is the Syllabus for Module 4, **Numbers and Calculations**, which provides the basis for the practice-based test in this module.

Module Goals

Module 4 In the **Numbers and Calculations** module, the candidate is required to demonstrate the ability to make basic use of a spreadsheet application on a computer.



The candidate must be in a position to use spreadsheets, enter data, simple formulas and the Sum function in cells and also appropriately copy them. Additionally, the candidate must be able to manipulate and format the contents of specific cells and specific sections of the worksheet, as well as to use the basic printing functions.

The candidate must also know how to use the Help function, format appropriately the cells' content and enter count functions. Finally, he/she must be able to demonstrate the ability in basic data lists management, creation and formatting of pie charts and printing management.

MODULE 4 – Numbers and Calculations

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
4.1 Spreadsheet Application	4.1.1 Starting with a spreadsheet application	4.1.1.1	Open a spreadsheet application.
		4.1.1.2	Basic elements of the application's window: Menu, tool bars, scroll bars, cells, rows, columns, worksheets.
		4.1.1.3	Close of a spreadsheet application.
	4.1.2 Spreadsheet Concepts & Terms	4.1.2.1	Cells, Rows and Columns.
		4.1.2.2	The active cell.
		4.1.2.3	Select a cell.
		4.1.2.4	Move to another cell.
		4.1.2.5	Navigate to worksheet using the mouse and the keyboard.



MODULE 4 – Numbers and Calculations

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
4.2 Use Spreadsheets – Workbooks	4.2.1 Workbook Concepts	4.2.1.1	Understand the concept of the workbook.
		4.2.1.2	Open (and close) an existing workbook.
		4.2.1.3	Create a new blank workbook.
		4.2.1.4	Save a new workbook in “My Documents”, on the Desktop and onto a diskette (and any other suitable media).
		4.2.1.5	Save an existing open workbook in a different location or with a different name.
4.3 Use Worksheets	4.3.1 Worksheet Concepts	4.3.1.1	Understand the concept of a worksheet.
		4.3.1.2	Rename a worksheet.
		4.3.1.3	Insert a new worksheet in an open workbook.
		4.3.1.4	Colour a worksheet.
4.4 Auxiliary Functions	4.4.1 Help Functions	4.4.1.1	Activate and deactivate the Help Assistant.
		4.4.1.2	Use available text sensitive help functions.
4.5 Inserting data	4.5.1 Insertion of data in a worksheet	4.5.1.1	Understand the types of data
		4.5.1.2	Insert numbers or text in worksheet cells.
		4.5.1.3	Use Undo and Redo.
4.6 Selecting and adjusting of worksheet sections	4.6.1 Selection, of worksheet sections	4.6.1.1	Select a continued cell range.
		4.6.1.2	Select a non-continued cell range.
		4.6.1.3	Select a complete row or column of the worksheet.
	4.6.2 Adjustment of	4.6.2.1	Insert and delete rows and columns.



MODULE 4 – Numbers and Calculations

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		4.6.2.2	Change the column width and row height.
		4.6.2.3	Automatically adjust the column width and row height.
		4.6.2.4	Understand the meaning of "####" in cells.
4.7 Cell Contents	4.7.1 Deletion of cells content	4.7.1.1	Delete cells content.
		4.7.1.2	Delete selected row or column cells.
	4.7.2 Correction of cell contents	4.7.2.1	Modify and correct cells content.
4.8 Copying and moving cell contents	4.8.1 Copy and move cells content	4.8.1.1	Cut, copy and paste cells, rows and columns in the worksheet.
		4.8.1.2	Move and copy with drag-and-drop to an empty or non-empty cell range with existing data move.
		4.8.1.3	Automatic copy of formula in adjacent cells.
		4.8.1.4	Automatic fill of days, months and numbers.
4.9 Formatting	4.9.1 Formatting Operations	4.9.1.1	Change colour, size and font style in a cell or cell range.
		4.9.1.2	Apply bold, italic and underline text formatting in a cell or cell range.
		4.9.1.3	Percentage, currency and thousands separator formatting in a cell or cell range.
		4.9.1.4	Change number of decimal places in a cell or cell range.
		4.9.1.5	Justify content of a cell or cell range.
		4.9.1.6	Apply borders from the available ones in the tool bar.
		4.9.1.7	Apply fill colour in a cell or cell range.



MODULE 4 – Numbers and Calculations

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
4.10 Data Lists	4.10.1 Operations with Data Lists	4.10.1.1	Understand the concept of a Data List.
		4.10.1.2	Details of a Data List: headings, content.
		4.10.1.3	Sort a data list.
4.11 Formulas	4.11.1 Formulas concepts and usage	4.11.1.1	Understand the concept of "cell referencing".
		4.11.1.2	Use simple formulas with constant numbers and relative cell references for addition, subtraction, multiplication and division.
		4.11.1.3	Use the Sum formula.
		4.11.1.4	Use the Count and Counta formulas
		4.11.1.5	Use the Average formulas.
4.12 Charts	4.12.1 Pie Charts	4.12.1.1	Create pie charts and column charts using the appropriate chart wizard from worksheet data in a new worksheet or in the same worksheet.
		4.12.1.2	Move and change size of a chart.
		4.12.1.3	Enter a chart title.
		4.12.1.4	Change a chart's colours.
4.13 Prepare Output	4.13.1 Printing Operations	4.13.1.1	Print a complete worksheet from a default printer.
		4.13.1.2	Print selected cells from a default printer.
		4.13.1.3	Print a selected chart.



Module 5 – Drawing and Painting

The following is the Syllabus for Module 5, **Drawing and Painting**, which provides the basis for the practice-based test in this module.

Module Goals

Module 5 In the **Drawing and Painting** module, the candidate is required to demonstrate the ability to use a graphics application for the design of pictures and figures (shapes).



The candidate must be in a position to draw, manage and edit a graphic – picture, using all available design tools. Additionally, he/she must be able to add text in the picture, store and print the result of the work done.

Using most of the available design tools, the candidate must be in a position to create and manage figures (shapes) and apply or modify their format. Finally, he/she must enter and manage text boxes, built-in shapes, pictures and WordArt.

MODULE 5 – Drawing and Painting

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
5.1 Application For Pictures and Images	5.1.1 Starting with a Graphics Application	5.1.1.1	Open a graphics application for drawing pictures and painting
		5.1.1.2	Create a new image or picture file.
		5.1.1.3	Clear whole image or picture.
		5.1.1.4	Define and change the dimensions of the design area.
		5.1.1.5	Open an existing image or picture.
		5.1.1.6	Save a picture.
		5.1.1.7	Close the graphics applications for pictures.
		5.1.1.8	Print a picture.
5.2 Auxiliary Functions	5.2.1 Basic Functions	5.2.1.1	Use the Undo function.
		5.2.1.2	Use the Redo function.



MODULE 5 – Drawing and Painting

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		5.2.1.3	Activate and deactivate the Help Assistant.
		5.2.1.4	Find and use available text sensitive help functions.
		5.2.1.5	Use the magnifier tool.
5.3 Edit and formatting pictures	5.3.1 Colours on Pictures	5.3.1.1	Change colours in picture areas.
		5.3.1.2	Erase and replace colour using the Eraser.
		5.3.1.3	Change colour, size and text font in a picture.
		5.3.1.4	Select fill colour from the palette.
		5.3.1.5	Select border colour from the palette.
		5.3.1.6	Edit and change palette colours.
	5.3.2 Text on Pictures	5.3.2.1	Insert text in a picture.
		5.3.2.2	Insert and use a text box.
		5.3.2.3	Change colour, size and font type in a text box.
	5.3.3 Moving Pictures	5.3.3.1	Use the rectangle or Free-form Select tools with background or transparent selection.
5.3.3.2		Copy part of or the whole picture.	
5.3.3.3		Move part of or the whole picture.	
5.4 Application for Shapes & Drawing	5.4.1 Starting with a Shapes & Drawing Application	5.4.1.1	Open a graphics application with design tools for shapes and figures.
		5.4.1.2	View and hide design tools and other toolbars.
		5.4.1.3	Create a new file for drawing shapes.
		5.4.1.4	Open an existing file containing figures.
		5.4.1.5	Save the graphics file.
		5.4.1.6	Save a graphics file



MODULE 5 – Drawing and Painting

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		5.4.1.7	Save a graphics file with a different name (and/or at a different location)
		5.4.1.8	Print a drawing.
5.5 Drawing & Design	5.5.1 Available Tools	5.5.1.1	Use free-hand design tools: pencil, brush, spray.
		5.5.1.2	Use paint tools for basic shapes like: line, curve, ellipse, polygon, rectangle and rounded rectangle.
		5.5.1.3	Use paint tools with parallel use of the Shift key.
		5.5.1.4	Use basic design tools like: line, ellipse, rectangle and arrow.
		5.5.1.5	Design with parallel use of the Shift and Ctrl keys.
5.6 (Auto)Shapes	5.6.1 Manipulating Shapes	5.6.1.1	Understand the concept of Autoshapes and their use.
		5.6.1.2	Select an autoshape to insert.
		5.6.1.3	Use basic autoshapes; i.e. Connectors, Block Arrows, Banners.
		5.6.1.4	Move a shape.
		5.6.1.5	Copy a shape.
		5.6.1.6	Delete a shape.
		5.6.1.7	Rotate a shape.
	5.6.2 Edit and Formatting Shapes	5.6.2.1	Change line style dash style and arrow style of a shape.
		5.6.2.2	Change colours, border and fill of a shape.
		5.6.2.3	Apply fill effect (grade, texture) on a shape.
		5.6.2.4	Change size of a shape.
	5.6.3 Text on Shapes	5.6.3.1	Insert text in a picture.



MODULE 5 – Drawing and Painting

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		5.6.3.2	Insert and use text boxes.
		5.6.3.3	Change colour, size and type of font in a text box.
	5.6.4 Advanced Autoshapes	5.6.4.1	Use Advanced autoshapes: Flowcharts and Callouts.
		5.6.4.2	Develop scenarios using Flowchart and Callouts.
	5.6.5 Word Art	5.6.5.1	Create, edit WordArt.
		5.6.5.2	Select alternative styles of WordArt.
5.7 Libraries of pictures and drawing	5.7.1 Library Concepts	5.7.1.1	Understand the concept of Library of Pictures.
		5.7.1.2	Insert existing pictures from file.
		5.7.1.3	Insert built-in pictures from an application's collection.



Module 6 – e-Mail

The following is the Syllabus for Module 6, **e-Mail**, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 6 In the **e-Mail** module, the candidate is required to understand the concepts and familiarise himself/herself with the basic use of an e-mail application.



The candidate is required to know the basic concepts associated with the use of e-mail and be in a position to demonstrate his/her ability to use an e-mail application for creating, sending, forwarding, receiving, replying to and printing messages.

The candidate must also be aware of the advantages of the e-mail application compared to the conventional mail, about what an e-mail message can contain, as well as about its capabilities and the limitations when using e-mail provided by dedicated web sites. Additionally, the candidate must be in a position to attach files to messages, appropriately format the messages to be sent, use stationery and manage attached files.

MODULE 6 – e-Mail

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
6.1 e-mail	6.1.1 Basic Concepts/Terms	6.1.1.1	What is e-mail.
		6.1.1.2	Understand and explain the advantages of e-mail in relation to conventional mail and telephone.
		6.1.1.3	What is an e-mail address.
		6.1.1.4	Understand the basic concepts of e-mail: Incoming mail (Inbox), outgoing mail.
		6.1.1.5	Send and Receive e-mail.
		6.1.1.6	Understand the concepts of Sender and Receiver(s), Copy (cc).
		6.1.1.7	Understand the role of Outbox, Sent and Drafts folders.



MODULE 6 – e-Mail

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
6.2 e-mail Application	6.2.1 Starting with an e-mail application	6.2.1.1	Open an e-mail application.
		6.2.1.2	User login to a Web-based e-mail (i.e. Yahoo, Hotmail, Gmail etc)
		6.2.1.3	Capabilities and limitations of Web-based e-mail (Web mail).
		6.2.1.4	Close an e-mail application.
6.3 Messaging	6.3.1 Concepts	6.3.1.1	Recognise characteristics of messages like: date and time of sending and receipt.
		6.3.1.2	Understand the potential content of an email message: Main message, attached files, insecure content.
	6.3.2 Basic Operations with Messages	6.3.2.1	Select and switch between messages' folders.
		6.3.2.2	Preview and open a message.
		6.3.2.3	Read and Unread messages and their marking.
		6.3.2.4	Close a message
	6.3.4 Prepare an e-mail message	6.3.4.1	Create a new message.
		6.3.4.2	Create a new message using stationery.
		6.3.4.3	Insert (and edit) text in the body of the message.
		6.3.4.4	Specify one or more recipients of the message.
		6.3.4.5	Specify recipients for carbon copy (cc).
		6.3.4.6	Specify the Subject of a message.
		6.3.4.7	Understand what the Priority of a message is.
		6.3.4.8	Set the Priority of an e-mail message.
	6.3.5 Format message text	6.3.5.1	Format text using the tool bar.
6.3.5.2		Select a background colour for a	



MODULE 6 – e-Mail

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
			message.
		6.3.5.3	Apply and change a message's stationery.
	6.3.6 Manage e-mail Messages	6.3.6.1	Send a message.
		6.3.6.2	Receive an e-mail message.
		6.3.6.3	Reply to the sender.
		6.3.6.4	Reply to all recipients of a message.
		6.3.6.5	Forward a message to one or more recipients
		6.3.6.6	Delete a message.
6.4 Attachments	6.4.1 Sending files with messages	6.4.1.1	Understand the concept of "Attachment"
		6.4.1.2	Insert a file as attachment.
		6.4.1.3	Open and save an attached file.
		6.4.1.4	Delete an attached file.
6.5 Prepare Output	6.5.1 Print messages	6.5.1.1	Print a complete message.
		6.5.1.2	Print part of a message



Module 7 – Internet

The following is the Syllabus for Module 7, **Internet**, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 7 In the **Internet** module, the candidate is required to understand the basic concepts of the Internet and work with a web browser application.



The candidate must demonstrate his/her understanding on some of the basic concepts and terms of the Internet. Additionally, he/she must be in a position to browse web pages using the appropriate addresses and hyperlinks.

The candidate must also know the requirements for a home computer to access the Internet, be able to use a web browser application for simple searches, add the addresses of web pages of interest to the “Favorites” folder, appropriately manage its content and finally print web pages using default settings.

MODULE 7 – Internet

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
7.1 Acquaintance with Internet concepts	7.1.1 Internet Basics	7.1.1.1	Understand what the Internet is.
		7.1.1.2	Understand what the World Wide Web is.
		7.1.1.3	Distinguish between the Internet & the World Wide Web.
		7.1.1.4	Name and understand the basic services of the Internet like: www, e-mail, uploading files from our PC to the Internet, downloading files to our PC from the Internet, chat.
		7.1.1.5	Understand the role of the Internet Service Providers (ISPs) and why one needs to subscribe to one.
		7.1.1.6	List and understand the basic equipment for connecting to the Internet from home (i.e. modem, telephone line)
		7.1.1.7	Know what a web site is.



MODULE 7 – Internet

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		7.1.1.8	Understand how the Web can be used to search for information.
7.2 Web Pages	7.2.1 Basics about Web Pages	7.2.1.1	Understand what is a web page and where is it stored.
		7.2.1.2	Understand what the address of a web site is, its basic structure and its elements.
		7.2.1.3	Understand what Domains are and recognize basic domains: .cy, .com, .edu, ac etc.
		7.2.1.4	Understand the various contents of a web page like text, pictures, hyperlinks, animations.
7.3 Web Browsing Software	7.3.1 Use a Web Browser	7.3.1.1	Understand what a web browser is and what it is used for.
		7.3.1.2	Open (and close) a web browser application.
		7.3.1.3	Understand the concept of a homepage.
7.4 Web Pages	7.4.1 Navigating Web Pages	7.4.1.1	Navigate between web pages.
		7.4.1.2	Navigate backwards and forwards between previously visited web pages.
		7.4.1.3	Navigate to the home page.
		7.4.1.4	Navigate to a specific web page given its address.
		7.4.1.5	Select hyperlinks (in text and pictures).
		7.4.1.6	Copy text from a web page to a document.
		7.4.1.7	Copy a picture from a web page into a document.
		7.4.1.8	Save a picture from a web page in a folder on the Desktop and elsewhere on the PC.



MODULE 7 – Internet

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
		7.4.1.9	Save a web page into a folder on the Desktop or elsewhere on a PC.
7.5 Search Engines	7.5.1 Searching for Information	7.5.1.1	Understand the concept and capabilities of a search engine.
		7.5.1.2	Open a search engine web page.
		7.5.1.3	Perform a simple search of a specific term.
		7.5.1.4	Navigate to a web page after a search.
		7.5.1.5	Search for a picture using a search engine
		7.5.1.6	Copy a searched picture into a document.
7.6 Organising Web Pages	7.6.1 Using the "Favorites"	7.6.1.1	Understand the role of "Favorites"
		7.6.1.2	Navigate to a web page using "Favorites".
		7.6.1.3	Add a Web page to "Favorites".
		7.6.1.4	Delete a Web page from "Favorites".
7.7 Printing	7.7.1 Printing Web Pages	7.7.1.1	Print a web page using default settings.



Module 8 – Audio & Music

The following is the Syllabus for Module 8, **Audio & Music**, which provides the basis for the computer-based test in this module. It is recommended that candidates are familiar with the basic use of the internet before attempting this module.

Module Goals

Module 8 In the **Audio & Music** module, the candidate is required to understand some of the main concepts of the technology relating to audio and music.



The candidate must be aware of and be able to distinguish the different types of audio files and their properties. The candidate must be able to import, organize and distribute audio, use media player software to maintain playlists and burn an audio CD and connect to the Internet to listen to live music.

He/she must be in a position to adopt best practices in relation to the use and distribution of audio files and understand the issues of copyright and intellectual property.

MODULE 8 - Audio & Music

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
8.1 Audio	8.1.1 Concepts/Terms	8.1.1.1	Analogue Vs Digital Audio: Understand the difference between the two types of audio.
		8.1.1.2	Storage devices for digital audio: Know on what media digital audio can be stored. Explain the differences, advantages and disadvantages between the various media.
		8.1.1.3	Capturing Digital Audio: Know how to capture digital audio
		8.1.1.4	Transferring of Digital Audio on the computer.
	8.1.2 Digital Audio File Formats	8.1.2.1	Understand the various popular digital audio formats (i.e. WAV, MPEG 3, MPEG 4, AIFF, WMA etc) and their characteristics.
		8.1.2.2	Know when to use each digital audio format.



MODULE 8 - Audio & Music

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
8.2 Organizing Digital Audio	8.2.1 Importing Audio	8.2.1.1	Importing of Audio from a CD.
		8.2.1.2	Importing of Audio from the Internet.
		8.2.1.3	Importing of audio from other sources such as an i-Pod, a mobile telephone etc.
	8.2.2 Capturing audio	8.2.2.1	Connect an audio peripheral (i.e. microphones) to a computer.
		8.2.2.2	Capture audio using a microphone.
		8.2.2.3	Store the captured audio.
	8.2.3 Media Information (Metadata)	8.2.3.1	Understand the concept.
		8.2.3.2	Understand the various types of information kept for an audio file such as Title, Album, Artists, type of music Genre, Rating etc).
		8.2.3.3	The concept of "tagging".
		8.2.3.4	Changing the media information.
	8.2.4 Using Playlists	8.2.4.1	Understand the concept of a playlist.
		8.2.4.2	Organise digital audio into a playlist: Create, rename, delete a playlist.
		8.2.4.3	Display the contents of a playlist.
		8.2.4.4	Add items to a playlist, delete items from a play list.
8.2.4.5		Listen to a playlist.	
8.3 Distributing Digital Audio	8.3.1 Distributing Digital Audio	8.3.1.1	Burning of a CD.
		8.3.1.2	Uploading on an Internet site.
		8.3.1.3	Storing on an i-Pod.
8.4 Media Player Software	8.4.1 General characteristics	8.4.1.1	Understand the general characteristics and the basic functionality of media player software.
		8.4.1.2	Commercial Vs Open Source media player software.



MODULE 8 - Audio & Music

CATEGORY	KNOWLEDGE AREA	REFERENCE	KNOWLEDGE ITEM
	8.4.2 Audio Volume Control	8.4.2.1	Increase and decrease volume.
		8.4.2.2	Pause and resume an audio.
		8.4.2.3	Mute an audio.
8.5 Music on the Internet	8.5.1 Radio Stations	8.5.1.1	Connecting to a radio station on the web.
		8.5.1.2	Listening to live music.
8.6 Copyrights and Intellectual Property	8.6.1 Concepts/Terms	8.6.1.1	Understand the concepts of copyright and intellectual property when it comes to audio files.