

Entry 3 Award in Computer and Online Basics Syllabus

Version 1.0 January 2011

CATEGORY	REF.	TASK ITEM
1. Computer Basics	1.1	List and compare different types of computer: personal computer, laptop computer, all in one, media player, smart phone, and tablet.
	1.2	Identify and understand different components: system unit, monitor, mouse, and keyboard.
	1.3	Start the computer and log on securely using a username and password.
	1.4	Understand function of a mouse: select items, move items, issue command to computer.
	1.5	Understand how to use the mouse: select items, move items, issue command to computer.
	1.6	Understand mouse pointer shapes: click to enter text (I Beam), point, computer busy, and hyperlink here.
	1.7	Use click and drag to move selected items on the screen.
	1.8	Understand that the keyboard is a mode of data entry and a method of giving commands to computer.
	1.9	Understand and use keys ion the keyboard like: letters and numbers, enter, backspace, shift, space bar. Caps lock, delete.
2. Desktop	2.1	Understand what a computer desktop is.
	2.2	Understand the term icon. Recognise and understand the use of some common desktop icons like: documents, computer, networks deleted items, and browser.
	2.3	Understand what the taskbar is and some of its features: start button to start an application, clock, ability to switch between open windows, language indicator.
	2.4	Select, activate common desktop icons.
	2.5	Shut down the computer properly.
3. Windows	3.1	Identify parts of a window like: title bar, scroll bars, scroll bar markers, status bar, menu bar, ribbon, toolbar.
	3.2	Collapse, expand, resize, move, and close a window.
	3.3	Scroll up and down in a window.
	3.4	Switch between open windows.
	3.5	Know the main types of storage media like: internal hard disk, USB flash drive, DVD, online file storage.
	3.6	Understand the function of different types of applications like: word processing, spreadsheet, database, presentation.
4. Document creation	4.1	Open a word processing application.
	4.2	Change text formatting: font types, font size

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	4.3	Apply text formatting: bold, italic, underline.
	4.4	Copy, cut, move text within a documents.
	4.5	Print a document from an installed printer using output options like: entire document, specific pages, number of copies.
	4.6	Save and name a document.
5. File Handling	5.1	Understand what a file, folder is.
	5.2	Know where files, programmes are normally stored.
	5.3	Recognise common file types and associated icons like: .doc, .xls, .mdb, .jpg, .mp3.
	5.4	Double click to open files, folders
	5.5	Close a file.
6. The Internet	6.1	Understand that the Internet is the global, physical network of networks, and is used to support services like the World Wide Web (WWW) and e-mail.
	6.2	Understand what the World Wide Web (WWW) is.
	6.3	Identify types of resources available on the World Wide Web (WWW).
	6.4	Understand the importance of evaluating information on the World Wide Web (WWW).
	6.5	Understand that an Internet service provider (ISP) provides access to the Internet.
7. Web Browsing	7.1	Understand what a Web browser is.
	7.2	Recognise that the default page of a Web browser is called the Home/Start page.
	7.3	Understand the terms uniform resource locator (URL), hyperlink.
	7.4	Understand the terms favourites / bookmarks.
	7.5	Understand the term browser history.
	7.6	Go to a URL.
	7.7	Log onto a Website using a user name and password
	7.8	Activate a hyperlink / image link.
	7.9	Navigate on a Website: back, forward, home.
	7.10	Print a webpage.
	7.11	Complete and submit a Web based form.
	7.12	Understand the term search engine.
	7.13	Search for information using keywords.
	7.14	Download a file from a Web page

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	7.15	Understand the concept of an online (virtual) community. Recognise examples like: social networking websites, Internet forums, chat rooms, online computer games, and blogs.
	7.16	Understand the term phishing. Recognise attempted phishing.
8. e-Mail	8.1	Understand that e-mail is a digital messaging service carried on the Internet.
	8.2	Know about different email accounts; Internet Service Provider Accounts (ISP's), Webmail.
	8.3	Understand the make-up and structure of an e-mail address.
	8.4	Understand what an attachment is and the implications of its size.
	8.5	Understand the term virus.
	8.6	Understand security risks associated with opening certain email attachments.
	8.7	Be aware of the possibility of receiving fraudulent and unsolicited e-mail.
	8.8	Understand the term address book.
	8.9	Understand the term inbox folder and open an e-mail.
	8.10	Understand the term sent items folder.
	8.11	Create a new message.
	8.12	Insert a mail address into the To field.
	8.13	Insert a title in the Subject field.
	8.14	Send a message.
	8.15	Use the reply function.
	8.16	Forward a message