

| Module | CATEGORY | KNOWLEDGE AREA | REF. | Knowledge Item | Comments | Notes | Remarks |
|--------|--------------|-----------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 1.1 Hardware | 1.1.1 Concepts | 1.1.1.3 | Identify common handheld portable digital devices like: personal digital assistant (PDA), mobile phone, smartphone, multimedia player and know their main features. | | New | New |
| 1 | 1.1 Hardware | 1.1.1 Concepts | 1.1.1.4 | Know the main parts of a computer like: central processing unit (CPU), types of memory, hard disk, common input and output devices. | Done in Ver 4 | Changed | Simplified. Removed reference to peripheral device. |
| 1 | 1.1 Hardware | 1.1.1 Concepts | 1.1.1.5 | Identify common input/output ports like: USB, serial, parallel, network port, FireWire. | | New | New |
| 1 | 1.1 Hardware | 1.1.2 Computer Performance | 1.1.2.1 | Know some of the factors that impact on a computer's performance like: CPU speed, RAM size, graphics card processor and memory, the number of applications running. | Done in Ver 4 | Changed | Currency. Added graphics card processor and memory |
| 1 | 1.1 Hardware | 1.1.2 Computer Performance | 1.1.2.2 | Know that the speed (operating frequency) of the CPU is measured in megahertz (MHz) or gigahertz (GHz). | Done in Ver 4 | Changed | Clarity. Removed 'Understand some of the functions of the CPU in terms of calculations, logic control, immediate access memory.' |
| 1 | 1.1 Hardware | 1.1.3 Memory and Storage | 1.1.3.2 | Know storage capacity measurements: bit, byte, KB, MB, GB, TB. | Done in Ver 4 | Changed | Clarity. Removed "Relate computer memory measurements to characters, files and directories/folders." |
| 1 | 1.1 Hardware | 1.1.3 Memory and Storage | 1.1.3.3 | Know the main types of storage media like: CD, DVD, USB flash drive, memory card, internal hard disk, external hard disk, network drive, online file storage. | Done in Ver 4 | Changed | Clarity / Currency. Removed "Compare the main types of memory storage devices in terms of speed, cost and capacity." Zip disk and data cartridge replaced with more current devices (USB flash drive, online file storage). |
| 1 | 1.1 Hardware | 1.1.4 Input, Output Devices | 1.1.4.1 | Identify some of the main input devices like: mouse, keyboard, trackball, scanner, touchpad, stylus, joystick, web camera (webcam), digital camera, microphone. | Done in Ver 4 | Changed | Currency. Added webcam. Removed light pen. |
| 1 | 1.1 Hardware | 1.1.4 Input, Output Devices | 1.1.4.2 | Know some of the main output devices like: screens/monitors, printers, speakers, headphones. | Done in Ver 4 | Changed | Simplified item. Currency. Added headphones, removed plotters. |
| 1 | 1.2 Software | 1.2.1 Concepts | 1.2.1.3 | Identify and know the uses of some common software applications: word processing, spreadsheet, database, presentation, e-mail, web browsing, photo editing, computer games. | Done in Ver 4 | Changed | Currency. Added photo editing, presentation, e-mail, computer games. Removed desktop publishing, accounting. |
| 1 | 1.2 Software | 1.2.1 Concepts | 1.2.1.4 | Distinguish between operating systems software and applications software. | Done in Ver 4 | Changed | Clarity. Removed 'Understand the reason for software versions'. |
| 1 | 1.2 Software | 1.2.1 Concepts | 1.2.1.5 | Know some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard. | | New | New |
| 1 | 1.3 Networks | 1.3.1 Network Types | 1.3.1.1 | Understand the terms local area network (LAN), wireless local area network (WLAN), wide area network (WAN). | Done in Ver 4 | Changed | Clarity / Split out. Include WLAN. |
| 1 | 1.3 Networks | 1.3.1 Network Types | 1.3.1.3 | Understand what the Internet is and know some of its main uses. | Done in Ver 4 | Changed | Clarity. Removed understand the distinction between the Internet and an intranet. Added and know some of its main uses. |
| 1 | 1.3 Networks | 1.3.1 Network Types | 1.3.1.4 | Understand what an intranet, extranet is. | Done in Ver 4 | Changed | Clarity. Merged intranet, extranet. Removed asking for distinction. |

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| 1 | 1.3 Networks | 1.3.2 Data Transfer | 1.3.2.1 | Understand the concepts of downloading from, uploading to a network. | | New | New |
| 1 | 1.3 Networks | 1.3.2 Data Transfer | 1.3.2.2 | Understand what transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per second (mbps). | | Changed | Clarity. Currency. Removed reference to analogue, modem, digital. |
| 1 | 1.3 Networks | 1.3.2 Data Transfer | 1.3.2.3 | Know about different Internet connection services: dial-up, broadband. | | | |
| 1 | 1.3 Networks | 1.3.2 Data Transfer | 1.3.2.4 | Know about different options for connecting to the Internet like: phone line, mobile phone, cable, wireless, satellite. | | | |
| 1 | 1.3 Networks | 1.3.2 Data Transfer | 1.3.2.5 | Understand some of the characteristics of broadband: always on, typically a flat fee, high speed, higher risk of intruder attack. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.2 Communication | 1.4.2.1 | Understand the term electronic mail (e-mail). | Done in Ver 4 | Changed | Clarity. Removed know its main uses. |
| 1 | 1.4 ICT in Everyday Life | 1.4.2 Communication | 1.4.2.2 | Understand the term instant messaging (IM). | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.2 Communication | 1.4.2.3 | Understand the term Voice over Internet Protocol (VoIP). | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.2 Communication | 1.4.2.4 | Understand the term Really Simple Syndication (RSS) feed. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.2 Communication | 1.4.2.5 | Understand the term web log (blog). | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.2 Communication | 1.4.2.6 | Understand the term podcast. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.3 Virtual Communities | 1.4.3.1 | Understand the concept of an online (virtual) community. Recognize examples like: social networking websites, Internet forums, chat rooms, online computer games. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.3 Virtual Communities | 1.4.3.2 | Know ways that users can publish and share content online: web log (blog), podcast, photos, video and audio clips. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.3 Virtual Communities | 1.4.3.3 | Know the importance of taking precautions when using online communities: make your profile private, limit the amount of personal information you post, be aware that posted information is publicly available, be wary of strangers. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.4.4 Health | 1.4.4.1 | Understand the term ergonomics. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.5.1 Identity/Authentication | 1.5.1.2 | Know about good password policies like: not sharing passwords, changing them regularly, adequate password length, adequate letter and number mix. | | | |
| 1 | 1.4 ICT in Everyday Life | 1.5.2 Data Security | 1.5.2.1 | Understand the importance of having an off-site backup copy of files. | | | |
| 1 | 1.4 ICT in Everyday Life | 1.5.2 Data Security | 1.5.2.2 | Understand what a firewall is. | | New | New |
| 1 | 1.4 ICT in Everyday Life | 1.5.2 Data Security | 1.5.2.3 | Know ways to prevent data theft like: using a user name and password, locking computer and hardware using a security cable. | | | |
| 1 | 1.6 Law | 1.6.1 Copyright | 1.6.1.1 | Understand the term copyright. | | | |
| 1 | 1.6 Law | 1.6.1 Copyright | 1.6.1.2 | Know how to recognize licensed software: by checking product ID, product registration, by viewing the software licence. | | | |
| 1 | 1.6 Law | 1.6.1 Copyright | 1.6.1.3 | Understand the term end-user license agreement. | | | |
| 1 | 1.6 Law | 1.6.1 Copyright | 1.6.1.4 | Understand the terms shareware, freeware, open source. | | | |

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| 1 | 1.6 Law | 1.6.2 Data Protection | 1.6.2.1 | Identify the main purposes of data protection legislation or conventions: to protect the rights of the data subject, to set out the responsibilities of the data controller. | | | |
| 1 | 1.6 Law | 1.6.2 Data Protection | 1.6.2.2 | Identify the main data protection rights for a data subject in your country. | | | |
| 1 | 1.6 Law | 1.6.2 Data Protection | 1.6.2.3 | Identify the main data protection responsibilities for a data controller in your country. | | | |
| 5 | 5.1 Understanding Databases | 5.1.1 Key Concepts | 5.1.1.2 | Understand the difference between data and information. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.1 Key Concepts | 5.1.1.4 | Know some of the common uses of large-scale databases like: airline booking systems, government records, bank account records, hospital patient details. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.2 Database Organization | 5.1.2.1 | Understand that each table in a database should contain data related to a single subject. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.2 Database Organization | 5.1.2.2 | Understand that each field in a table should contain only one element of data. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.2 Database Organization | 5.1.2.3 | Understand that field content is associated with an appropriate data type like: text, number, date/time, yes/no. | | | |
| 5 | 5.1 Understanding Databases | 5.1.2 Database Organization | 5.1.2.5 | Understand what a primary key is. | | | |
| 5 | 5.1 Understanding Databases | 5.1.2 Database Organization | 5.1.2.6 | Understand what an index is. Understand how it allows for faster data access. | | | |
| 5 | 5.1 Understanding Databases | 5.1.3 Relationships | 5.1.3.1 | Understand that the main purpose of relating tables in a database is to minimize duplication of data. | | | |
| 5 | 5.1 Understanding Databases | 5.1.3 Relationships | 5.1.3.2 | Understand that a relationship is built by matching a unique field in one table with a field in another table. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.3 Relationships | 5.1.3.3 | Understand the importance of maintaining the integrity of relationships between tables. | | | |
| 5 | 5.1 Understanding Databases | 5.1.4 Operation | 5.1.4.1 | Know that professional databases are designed and created by database specialists. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.4 Operation | 5.1.4.2 | Know that data entry, data maintenance and information retrieval are carried out by users. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.4 Operation | 5.1.4.3 | Know that a database administrator provides access to specific data for appropriate users. | | New | New |
| 5 | 5.1 Understanding Databases | 5.1.4 Operation | 5.1.4.4 | Know that the database administrator is responsible for recovery of a database after a crash or major errors. | | New | New |
| 5 | 5.2 Using the Application | 5.2.1 Working with Databases | 5.2.1.3 | Create a new database and save to a location on a drive. | | | |
| 5 | 5.2 Using the Application | 5.2.2 Common Tasks | 5.2.2.3 | Delete a table, query, form, report. | | | |
| 5 | 5.2 Using the Application | 5.2.2 Common Tasks | 5.2.2.5 | Sort records in a table, form, query output in ascending, descending numeric, alphabetic order. | Done in Ver 4 | Changed | Clarity, Changed 'data' to records. |
| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.1 | Create and name a table and specify fields with their data types like: text, number, date/time, yes/no. | | | |
| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.2 | Apply field property settings: field size, number format, date/time format, default value. | | | |
| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.3 | Create a validation rule for number, date/time, currency. | | | |

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| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.4 | Understand consequences of changing data types, field properties in a table. | | | |
| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.5 | Set a field as a primary key. | | | |
| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.6 | Index a field (with, without duplicates allowed). | | | |
| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.7 | Add a field to an existing table. | | | |
| 5 | 5.3 Tables | 5.3.2 Design | 5.3.2.8 | Change width of columns in a table. | | | |
| 5 | 5.4 Retrieving Information | 5.4.1 Main Operations | 5.4.1.1 | Use the search command for a specific word, number, date in a field. | Done in Ver 4 | | |
| 5 | 5.4 Retrieving Information | 5.4.1 Main Operations | 5.4.1.2 | Apply a filter to a table, form. | Done in Ver 4 | | |
| 5 | 5.4 Retrieving Information | 5.4.1 Main Operations | 5.4.1.3 | Remove the application of a filter from a table, form. | | | |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.1 | Understand that a query is used to extract and analyse data. | | New | New |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.2 | Create a named single table query using specific search criteria. | | | |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.3 | Create a named two-table query using specific search criteria. | | | |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.4 | Add criteria to a query using one or more of the following operators: = (Equal), <> (Not equal to), < (Less than), <= (Less than or equal to), > (Greater than), >= (Greater than or equal to). | | | |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.5 | Add criteria to a query using one or more of the following logical operators: AND, OR, NOT. | | | |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.6 | Use a wildcard in a query, * or %, ? or ___. | | New | New |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.7 | Edit a query: add, modify, remove criteria. | | | |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.8 | Edit a query: add, remove, move, hide, unhide fields. | | | |
| 5 | 5.4 Retrieving Information | 5.4.2 Queries | 5.4.2.9 | Run a query. | | | |
| 5 | 5.5 Objects | 5.5.1 Forms | 5.5.1.1 | Understand that a form is used to display and maintain records. | | New | New |
| 5 | 5.5 Objects | 5.5.1 Forms | 5.5.1.2 | Create and name a form. | | | |
| 5 | 5.5 Objects | 5.5.1 Forms | 5.5.1.3 | Use a form to insert new records. | | | |
| 5 | 5.5 Objects | 5.5.1 Forms | 5.5.1.4 | Use a form to delete records. | | | |
| 5 | 5.5 Objects | 5.5.1 Forms | 5.5.1.5 | Use a form to add, modify, delete data in a record. | | | |
| 5 | 5.5 Objects | 5.5.1 Forms | 5.5.1.6 | Add, modify text in headers, footers in a form. | | | |
| 5 | 5.6 Outputs | 5.6.1 Reports, Data Export | 5.6.1.1 | Understand that a report is used to print selected information from a table or query. | | New | New |
| 5 | 5.6 Outputs | 5.6.1 Reports, Data Export | 5.6.1.2 | Create and name a report based on a table, query. | | | |
| 5 | 5.6 Outputs | 5.6.1 Reports, Data Export | 5.6.1.3 | Change arrangement of data fields and headings within a report layout. | | | |
| 5 | 5.6 Outputs | 5.6.1 Reports, Data Export | 5.6.1.4 | Present specific fields in a grouped report by sum, minimum, maximum, average, count, at appropriate break points. | | | |
| 5 | 5.6 Outputs | 5.6.1 Reports, Data Export | 5.6.1.5 | Add, modify text in headers, footers in a report. | | | |
| 5 | 5.6 Outputs | 5.6.1 Reports, Data Export | 5.6.1.6 | Export a table, query output in spreadsheet, text (.txt, .csv), XML format to a location on a drive. | | New | New |

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| 5 | 5.6 Outputs | 5.6.2 Printing | 5.6.2.1 | Change the orientation (portrait, landscape) of a table, form, query output, report. Change paper size. | | Changed | Clarity. Reworded to include tables, forms and queries. |
| 5 | 5.6 Outputs | 5.6.2 Printing | 5.6.2.2 | Print a page, selected record(s), complete table. | Done in Ver 4 | | |
| 5 | 5.6 Outputs | 5.6.2 Printing | 5.6.2.3 | Print all records using form layout, specific pages using form layout. | | | |
| 5 | 5.6 Outputs | 5.6.2 Printing | 5.6.2.4 | Print the result of a query. | | | |
| 5 | 5.6 Outputs | 5.6.2 Printing | 5.6.2.5 | Print specific page(s) in a report, print complete report. | | | |