

IT Security for Users Level 1

CATEGORY	SKILL SET	REF	TASK ITEM
1.1 System Performance Security	1.1.1 Unwanted Messages	1.1.1.1	Know what 'spam' is
		1.1.1.2	Understand that unwanted email and other messages, or 'spam', can be received on the computer
		1.1.1.3	Use anti-spam software to protect the computer from the risk of unwanted messages.
	1.1.2 Malicious Programs	1.1.2.1	Unwanted what malicious programs are: viruses, worms, Trojans, spyware, adware, rogue diallers
		1.1.2.2	Be aware of how malicious programs can enter the computer
		1.1.2.3	Use anti-virus and anti-spyware software to protect the computer from the risk of malicious programs
		1.1.2.4	Know that anti-virus software needs to be updated regularly
		1.1.2.5	Know how to protect yourself from malicious programs: do not open email attachments from unknown users, treat messages, files, software and attachments from unknown sources with caution.
	1.1.3 Infiltration	1.1.3.1	Know what a hacker is
		1.1.3.2	Know how hackers can attempt to infiltrate the computer
		1.1.3.3	Understand that a firewall helps to protect the computer against the risk of infiltration
	1.1.4 Hoaxes	1.1.4.1	Know that you can receive hoaxes: virus hoaxes, chain letters, scams, false alarms, misunderstandings, scares
		1.1.4.2	Know how to check whether a message you have received is a hoax
	1.2	1.2.1 Identity/Authentication	1.2.1.1
1.2.1.2			Know that an individual user name limits access to relevant levels of information when logging onto a computer
1.2.1.3			Understand that passwords and PIN numbers help to protect information from the risk of unauthorised access
1.2.1.4			Understand that you should change your password/PIN number regularly
		1.2.1.5	Know how to change your password/PIN number
1.2.2 Confidentiality		1.2.2.1	Understand that you should not share your password/PIN number with others
		1.2.2.2	Understand that you should not write down your password/PIN number

CATEGORY	SKILL SET	REF	TASK ITEM
		1.2.2.3	Know that you should respect the confidentiality of information you have access to
		1.2.2.4	Know that you should not leave your computer unattended without logging off or locking it, to prevent the risk of access to your data
	1.2.3 Identity Theft	1.2.3.1	Know what phishing is
		1.2.3.2	Understand identity theft and how to avoid it
		1.2.3.3	Avoid inappropriate disclosure of information
1.3 Technology Security	1.3.1 Networks	1.3.1.1	Understand what a public network is
		1.3.1.2	Know that unsecured networks can make information accessible to others
		1.3.1.3	Be aware that you should not send unencrypted confidential information across an unsecured network
		1.3.1.4	Understand that wireless networks may be visible or accessible to other users
		1.3.1.5	Be aware of the security risks when using default passwords and settings on networks, computers and programs
		1.3.1.6	Know that you internet security settings should be adjusted to prevent the risk of access to your network by other users
	1.3.2 Connectivity	1.3.2.1	Know what Bluetooth connectivity is
		1.3.2.2	Understand that Bluetooth settings should be adjusted to prevent the risk of unauthorised access to a Bluetooth device by others
	1.3.3 Portable Devices	1.3.3.1	Know that portable devices are vulnerable to loss or theft: laptop, notebook, PDA, mobile phone, multimedia player
		1.3.3.2	Know that USB and other removable storage devices can contain valuable and confidential information, and are vulnerable to loss or theft
		1.3.3.3	Ensure all portable and removable devices are stored safely and securely
1.4 Guidelines and Procedures	1.4.1 Guidelines and Procedures	1.4.1.1	Know where to find the relevant guidelines and procedures for the secure use of IT within your organisation
		1.4.1.2	Ensure you follow the guidelines and procedures for the secure use of IT
		1.4.1.3	Know who to approach if you are unsure of the procedure to follow
		1.4.1.4	Understand the IT security checks you should carry out

CATEGORY	SKILL SET	REF	TASK ITEM
		1.4.1.5	Know how to report IT security threats or breaches
	1.4.2 Privacy	1.4.2.1	Know the privacy policy within your organisation
		1.4.2.2	Ensure you follow the privacy policy within your organisation
1.5 Data Security	1.5.1 Security	1.5.1.1	Know ways to prevent data theft like: locking computer and hardware using a security cable
	1.5.2 Backups	1.5.2.1	Be aware of the possibility of accidental file deletion
		1.5.2.2	Be aware of the possibility of data corruption
		1.5.2.3	Be aware of the possibility of computer malfunction and subsequent file loss
		1.5.2.4	Understand that you should back up your personal data to appropriate media
		1.5.2.5	Understand the importance of having a secure off-site backup copy of files
	1.5.3 Storage	1.5.3.1	Know how to store your personal data safely
		1.5.3.2	Know how to store software securely

ECDL Module 2 (Version 5.0)**Using the Computer and Managing Files/IT User Fundamentals Level 1**

CATEGORY	SKILL SET	REF	TASK ITEM
2.1 Operating System	2.1.1 First Steps	2.1.1.1	Start the computer and log on securely using a user name and password
		2.1.1.2	Restart the computer using an appropriate routine
		2.1.1.3	Shut down a non-responding application
		2.1.1.4	Shut down the computer using an appropriate routine
		2.1.1.5	Use available Help functions
	2.1.2 Setup	2.1.2.1	View the computer's basic system information: operating system name and version number, installed RAM (random-access memory)
		2.1.2.2	Change the computer's desktop configuration: data & time, volume settings, desktop display options (colour settings, desktop background, screen pixel resolution, screen saver options)
		2.1.2.3	Set, add keyboard language
		2.1.2.4	Install, uninstall a software application
		2.1.2.5	Use keyboard print screen facility to capture a full screen, active window
	2.1.3 Working with Icons	2.1.3.1	Identify common icons like those representing files, folders, applications, printers, drives, recycle bin/wastebasket/trash
		2.1.3.2	Select and move icons
		2.1.3.3	Create, remove a desktop shortcut icon, make an alias
		2.1.3.4	Use an icon to open a file, folder, application
	2.1.4 Using Windows	2.1.4.1	Identify the different parts of a window: title bar, menu bar, toolbar or ribbon, status bar, scroll bar
2.1.4.2		Collapse, expand, restore, resize, move, close a window	
2.1.4.3		Switch between open windows	
2.2 File Management	2.2.1 Main Concepts	2.2.1.1	Understand how an operating system organises drives, folders, files in a hierarchical structure
		2.2.1.2	Know devices used by an operating system to store files and folders like: hard disk, USB flash drive, CD-RW, DVD-RW, network drives
		2.2.1.3	Know how files, folders are measured: KB, MB, GB
		2.2.1.4	Understand the purpose of regularly backing up data to a removable storage device for off-site storage
		2.2.1.5	Understand the benefits of online file storage: convenient access, ability to share files
	2.2.2 Files and Folders	2.2.2.1	Open a window to display folder name, size, location on a drive
		2.2.2.2	Expand, collapse views of drives, folders
		2.2.2.3	Navigate to a folder, file on a drive

CATEGORY	SKILL SET	REF	TASK ITEM
		2.2.2.4	Create a folder and a further sub-folder
	2.2.3 Working with Files	2.2.3.1	Identify common file types: word processing files, spreadsheet files, database files, presentation files, portage document format files, image files, audio files, video files, compressed files, temporary files, executable files
		2.2.3.2	Open a text editing application. Enter text into a file, name and save the file to a location on a drive
		2.2.3.3	Change file status: read-only, locked, read-write
		2.2.3.4	Sort files in ascending, descending order by name, size, type, date modified
		2.2.3.5	Recognise good practice in folder, file naming: use meaningful names for folders and files to help with recall and organisation
		2.2.3.6	Rename files, folders
	2.2.4 Copy, Move	2.2.4.1	Select a file, folder individually or as a group of adjacent, non-adjacent files, folders
		2.2.4.2	Copy files, folders between folders and between drives
		2.2.4.3	Move files, folders between folders and between drives
	2.2.5 Delete, Restore	2.2.5.1	Delete files, folders to the recycle bin/wastebasket/trash
		2.2.5.2	Restore files, folders from the recycle bin/wastebasket/trash
		2.2.5.3	Empty the recycle bin/wastebasket/trash
	2.2.6 Searching	2.2.6.1	Use the Find tool to locate a file, folder
		2.2.6.2	Search for files by all or part of file name, by content
		2.2.6.3	Search for files by date modified, by date created, by size
		2.2.6.4	Search for files by using wildcards: file type, first letter of file name
		2.2.6.5	View list of recently used files
	2.2.7 File Compression	2.2.7.1	Understand what file compression means
		2.2.7.2	Compress files in a folder on a drive
		2.2.7.3	Extract compressed files from a location on a drive
2.3 Maintain Systems	2.3.1 Maintenance	2.3.1.1.	Know the importance of regular routine maintenance of IT systems
		2.3.1.2	Know how to carry out safe routine maintenance of your IT systems following the manufacturer's guidelines
		2.3.1.3	Know what non-routine maintenance may be needed
		2.3.1.4	Know what maintenance should be left to specialist technicians
		2.3.1.5	Know how to clean components: to maintain functionality, to maintain appearance
		2.3.1.6	Know how to delete unwanted data and files from your IT systems

CATEGORY	SKILL SET	REF	TASK ITEM
	2.3.2 Problems	2.3.2.1	Identify IT problems that may occur: program not responding, error dialog box, storage full, paper jam, virus threat, lost network connection
		2.3.2.2	Know what action to take to resolve IT problems
		2.3.2.3	Identify sources of help when dealing with IT problems: help menus, manufacturer's guidelines, expert advice
		2.3.2.4	Know how to deal with expert advice: the information needed by experts, how to follow advice, the limits of your own understanding and skills
2.4 Print Management	2.4.1 Printer Options	2.4.1.1	Change the default printer from an installed printer list
		2.4.1.2	Install a new printer on the computer
	2.4.2 Print	2.4.2.1	Print a document from a text editing application
		2.4.2.2	View a print job's progress in a queue using a desktop print manager
		2.4.2.3	Pause, re-start, delete a print job using a desktop print manager
	2.4.3 Printer Maintenance	2.4.3.1	Replace printer consumables: paper, toner cartridge
		2.4.3.2	Print a test page, align cartridges
		2.4.3.3	Know how to clear a paper jam
		2.4.3.4	Know how to install and update printer driver files
2.5 Health and Safety	2.5.1 Health	2.5.1.1	Understand the term ergonomics
		2.5.1.2	Recognise that lighting is a health factor in computer use. Be aware that use of artificial light, amount of light, direction of light are all important considerations
		2.5.1.3	Understand that correct positioning of the computer, desk and seat can help maintain a good posture
		2.5.1.4	Recognise ways to help ensure a user's wellbeing while using a computer like: take regular stretches, have breaks, use eye relaxation techniques
	2.5.2 Safety	2.5.2.1	Recognise the risks from using IT: hardware, cables, electrical connections, handling equipment, safe disposal of IT equipment and consumables
		2.5.2.2	Know the relevant guidelines and procedures for the safe and secure use of IT in an organisation
		2.5.2.3	Know the importance of using and disposing of cleaning materials safely
2.6 Security	2.6.1 Identity/Authentication	2.6.1.1	Understand that for security reasons a user name (ID) and password are needed for users to identify themselves when logging on to a computer

CATEGORY	SKILL SET	REF	TASK ITEM
		2.6.1.2	Know about good password policies like: not sharing passwords and PIN numbers, changing them regularly, adequate password length, adequate letter and number mix
		2.6.1.3	Know how to stay safe when using ICT-based communication: protect personal information, avoid misuse of images, use appropriate language, respect confidentiality, use copy lists with discrimination
	2.6.2	2.6.2.1	Understand the importance of having an off-site backup copy of files
		2.6.2.2	Understand what a firewall is
		2.6.2.3	Know ways to prevent data theft like: using a user name and password, locking computer and hardware using a security cable
	2.6.3 Viruses	2.6.3.1	Understand what a virus is and the ways a virus can be transmitted onto a computer
		2.6.3.2	Use anti-virus software to scan specific drives, folders, files
		2.6.3.3	Know how to protect against viruses and the importance of updating anti-virus software regularly
		2.6.3.4	Know how anti-spam software can protect your computer from unwanted messages
2.7 Law	2.7.1 Copyright	2.7.1.1	Understand the term copyright
		2.7.1.2	Know how to recognise licensed software: by checking product ID, product registration, by viewing the software licence
		2.7.1.3	Understand the term end-user license agreement
		2.7.1.4	Understand the terms shareware, freeware, open source
	2.7.2 Data Protection	2.7.2.1	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
		2.7.2.2	Identify the main data protection rights for a data subject in your country
		2.7.2.3	Identify the main data protection responsibilities for a data controller in your country

ECDL Module 7 (Version 5.0)**Web Browsing and Communication/Using the Internet and Email Level 1**

CATEGORY	SKILL SET	REF	TASK ITEM
7.1 The Internet	7.1.1 Concepts/Terms	7.1.1.1	Understand what the Internet is
		7.1.1.2	Understand what the World Wide Web (WWW) is
		7.1.1.3	Define and understand the terms: Internet Service Provider (ISP), Uniform Resource Locator (URL), hyperlink
		7.1.1.4	Understand the make-up and structure of a web address
		7.1.1.5	Understand what a web browser is and name different web browsers
		7.1.1.6	Know what a search engine is
		7.1.1.7	Understand the term Really Simple Syndication (RSS) feed. Understand the purpose of subscribing to an RSS feed
		7.1.1.8	Understand the term podcast. Understand the purpose of subscribing to a podcast
	7.1.2 Security Considerations	7.1.2.1	Know how to identify a secure web site: https, lock symbol
		7.1.2.2	Know what a digital certificate for a web site is
		7.1.2.3	Understand the term encryption
		7.1.2.4	Know about security threats from web sites like: viruses, worms, trojan horses, spyware. Understand the term malware
		7.1.2.5	Understand that regularly updated anti-virus software helps to protect the computer against security threats
		7.1.2.6	Understand that a firewall helps to protect the computer against intrusion
		7.1.2.7	Know that networks should be secured by user names and passwords
		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
		7.1.2.9	Identify parental control options like: supervision, web browsing restrictions, computer games restrictions, computer usage time limits
		7.2 Using the Browser	7.2.1 Basic Browsing
7.2.1.2	Enter a URL in the address bar and go to the URL		
7.2.1.3	Display a web page in a new window, tab		
7.2.1.4	Stop a web page from downloading		
7.2.1.5	Refresh a web page		
7.2.1.6	Use available Help functions		
7.2.2 Settings	7.2.2.1		Set the web browser Home Page/Startpage
	7.2.2.2		Delete part, all browsing history
	7.2.2.3		Allow, block pop-ups

CATEGORY	SKILL SET	REF	TASK ITEM
		7.2.2.4	Allow, block cookies
		7.2.2.5	Delete cache/temporary internet files
		7.2.2.6	Display, hide built-in toolbars
	7.2.3 Navigation	7.2.3.1	Activate a hyperlink
		7.2.3.2	Navigate backwards and forwards between previously visited web pages
		7.2.3.3	Navigate to the Home page
		7.2.3.4	Display previously visited URLs using the browser address bar, history
	7.2.4 Bookmarks	7.2.4.1	Bookmark a web page. Delete a bookmark
		7.2.4.2	Display a bookmarked web page
		7.2.4.3	Create, delete a bookmark folder
		7.2.4.4	Add web pages to a bookmark folder
7.3 Using the Web	7.3.1 Forms	7.3.1.1	Complete a web-based form using: text boxes, drop-down menus, list boxes, check boxes, radio buttons
		7.3.1.2	Submit, reset a web-based form
	7.3.2 Searching	7.3.2.1	Select a specific search engine
		7.3.2.2	Carry out a search for specific information using a keyword, phrase
		7.3.2.3	Use advanced search features to refine a search: by exact phrase, by excluding words, by date, by file format
		7.3.2.4	Search a web-based encyclopaedia, dictionary
7.4 Web Outputs	7.4.1 Saving Files	7.4.1.1	Save a web page to a location on a drive
		7.4.1.2	Download files from a web page to a location on a drive
		7.4.1.3	Copy text, image, URL from a web page to a document
	7.4.2 Prepare and Print	7.4.2.1	Prepare a web page for printing: change printed page orientation, paper size, printed page margins
		7.4.2.2	Preview a web page
		7.4.2.3	Choose web page print output options like: entire web page, specific page(s), selected text, number of copies and print
7.5 Electronic Communication	7.5.1 Concepts/Terms	7.5.1.1	Understand the term e-mail and know its main uses
		7.5.1.2	Understand the make-up and structure of an e-mail address
		7.5.1.3	Understand the term short message service (SMS)
		7.5.1.4	Understand the term Voice over Internet Protocol (VoIP) and know its main benefits
		7.5.1.5	Understand the main benefits of instant messaging (IM) like: real-time communication, knowing whether contacts are online, low cost, ability to transfer files
		7.5.1.6	Understand the concept of an online (virtual) community. Recognise examples like: social networking websites, Internet forums, chat rooms, online computer games

CATEGORY	SKILL SET	REF	TASK ITEM
	7.5.2 Security Considerations	7.5.2.1	Be aware of the possibility of receiving fraudulent and unsolicited e-mail
		7.5.2.2	Understand the term phishing. Recognise attempted phishing
		7.5.2.3	Be aware of the danger of infecting the computer with a virus by opening an unrecognised e-mail message, by opening an attachment
		7.5.2.4	Understand what a digital signature is
	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.
		7.5.3.2	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
		7.5.3.3	Be aware of possible problems when sending file attachments like: file size limits, file type restrictions (for example, executable files)
		7.5.3.4	Understand the difference between the To, Copy (Cc), Blind copy (Bcc) fields
7.6 Using e-mail	7.6.1 Send an e-mail	7.6.1.1	Open, close an e-mail application. Open, close an e-mail
		7.6.1.2	Create a new e-mail
		7.6.1.3	Enter an e-mail address in the To, Copy (Cc), Blind copy (Bcc) fields
		7.6.1.4	Enter a title in the Subject field
		7.6.1.5	Copy text from another source into an e-mail
		7.6.1.6	Insert, remove a file attachment
		7.6.1.7	Save a draft of an e-mail
		7.6.1.8	Use a spell-checking tool and correct spelling errors
		7.6.1.9	Send an e-mail, send an e-mail with low, high priority
	7.6.2 Receiving e-mail	7.6.2.1	Use the reply, reply to all function
		7.6.2.2	Forward an e-mail
		7.6.2.3	Save a file attachment to a location on a drive and open the file
		7.6.2.4	Preview, print a message using available printing options
	7.6.3 Enhancing Productivity	7.6.3.1	Add, remove message inbox headings like: sender, subject, date received
		7.6.3.2	Apply a setting to reply with, without original message insertion
		7.6.3.3	Flag an e-mail. Remove a flag mark from an e-mail
		7.6.3.4	Identify an e-mail as read, unread. Mark an e-mail as unread, read
		7.6.3.5	Display, hide built-in toolbars. Restore, minimise the ribbon
		7.6.3.6	Use available Help functions

CATEGORY	SKILL SET	REF	TASK ITEM
7.7 e-mail Management	7.7.1 Organise	7.7.1.1	Search for an e-mail by sender, subject, e-mail content
		7.7.1.2	Sort e-mails by name, by date, by size
		7.7.1.3	Create, delete an e-mail folder
		7.7.1.4	Move e-mails to an e-mail folder
		7.7.1.5	Delete an e-mail
		7.7.1.6	Restore a deleted e-mail
		7.7.1.7	Empty the e-mail bin/deleted items/trash folder
	7.7.2 Address Book	7.1.2.1	Add contact details to an address book. Delete contact details from an address book
		7.7.2.2	Update an address book from incoming e-mail
		7.7.2.3	Create, update a distribution list/ mailing list

ECDL Module 5 (Version 5.0)
Databases Level 2

CATEGORY	SKILL SET	REF	TASK ITEM
5.1 Understanding Databases	5.1.1 Key Concepts	5.1.1.1	Understand what a database is
		5.1.1.2	Understand the difference between data and information
		5.1.1.3	Understand how a database is organised in terms of tables, records and fields
		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
	5.1.2 Database Organisation	5.1.2.1	Understand that each table in a database should contain data related to a single subject
		5.1.2.2	Understand that each field in a table should contain only one element of data
		5.1.2.3	Understand that field content is associated with an appropriate data type like: text, number, date/time, yes/no
		5.1.2.4	Understand that fields have associated field properties like: field size, format, default value
		5.1.2.5	Understand what a primary key is
		5.1.2.6	Understand what an index is. Understand how it allows for faster data access
	5.1.3 Relationships	5.1.3.1	Understand that the main purpose of relating tables in a database is to minimise duplication of data
		5.1.3.2	Understand that a relationship is built by matching a unique field in one table with a field in another table
		5.1.3.3	Understand the importance of maintaining the integrity of relationships between tables
	5.1.4 Operation	5.1.4.1	Know that professional databases are designed and created by database specialists
		5.1.4.2	Know that data entry, data maintenance and information retrieval are carried out by users
		5.1.4.3	Know that a database administrator provides access to specific data for appropriate users
5.1.4.4		Know that the database administrator is responsible for recovery of a database after a crash or major errors	
5.2 Using the Application	5.2.1 Working with Databases	5.2.1.1	Open, close a database application
		5.2.1.2	Open, close a database
		5.2.1.3	Create a new database and save to a location on a drive

CATEGORY	SKILL SET	REF	TASK ITEM
		5.2.1.4	Display, hide built-in toolbars. Restore, minimise the ribbon
		5.2.1.5	Use available Help functions
	5.2.2 Common Tasks	5.2.2.1	Open, save and close a table, query, form, report
		5.2.2.2	Switch between view modes in a table, query, form, report
		5.2.2.3	Delete a table, query, form, report
		5.2.2.4	Navigate between records in a table, query, form
		5.2.2.5	Sort records in a table, form, query output in ascending, descending, numeric, alphabetic order
5.3 Tables	5.3.1 Records	5.3.1.1	Add, delete records in a table
		5.3.1.2	Add, modify, delete data in a record
	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
		5.3.2.2	Apply field property settings: field size, number format, date/time format, default value
		5.3.2.3	Create a validation rule for number, date/time, currency
		5.3.2.4	Understand consequences of changing data types, field properties in a table
		5.3.2.5	Set a field as a primary key
		5.3.2.6	Index a field (with, without duplicates allowed)
		5.3.2.7	Add a field to an existing table
		5.3.2.8	Change width of columns in a table
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
		5.4.1.2	Apply a filter to a table, form
		5.4.1.3	Remove the application of a filter from a table, form
	5.4.2 Queries	5.4.2.1	Understand that a query is used to extract and analyse data
		5.4.2.2	Create a named single table query using specific search criteria
		5.4.2.3	Create a named two-table query using specific search criteria
		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)
		5.4.2.5	Add criteria to a query using one or more of the following logical operators: AND, OR, NOT
		5.4.2.6	Use a wildcard in a query, * or %, ? or _
		5.4.2.7	Edit a query: add, modify, remove criteria
		5.4.2.8	Edit a query: add, remove, move, hide, unhide fields
		5.4.2.9	Run a query
5.5 Objects	5.5.1 Forms	5.5.1.1	Understand that a form is used to display and maintain records
		5.5.1.2	Create and name a form

CATEGORY	SKILL SET	REF	TASK ITEM
		5.5.1.3	Use a form to insert new records
		5.5.1.4	Use a form to delete records
		5.5.1.5	Use a form to add, modify, delete data in a record
		5.5.1.6	Add, modify text in headers, footers in a form
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
		5.6.1.2	Create and name a report based on a table, query
		5.6.1.3	Change arrangement of data fields and headings within a report layout
		5.6.1.4	Present specific fields in a grouped report by sum, minimum, maximum, average, count, at appropriate break points
		5.6.1.5	Add, modify text in headers, footers in a report
		5.6.1.6	Export a table, query output in spreadsheet, text (.txt, .csv), XML format to a location on a drive
	5.6.2 Printing	5.6.2.1	Change the orientation (portrait, landscape) of a table, form, query output, report. Change paper size
		5.6.2.2	Print a page, selected record(s), complete table
		5.6.2.3	Print all records using form layout, specific pages using form layout
		5.6.2.4	Print the result of a query
		5.6.2.5	Print specific page(s) in a report, print complete report

ECDL Module 6 (Version 5.0)
Presentation Level 2

CATEGORY	SKILL SET	REF	TASK ITEM	
6.1 Using the application	6.1.1 Working with Presentations	6.1.1.1	Open, close a presentation application. Open, close presentations	
		6.1.1.2	Create a new presentation based on default template	
		6.1.1.3	Save a presentation to a location on a drive. Save a presentation under another name	
		6.1.1.4	Save a presentation as another file type: Rich Text Format, template, show, image file format, version number	
		6.1.1.5	Switch between open presentations	
	6.1.2 Enhancing Productivity	6.1.2.1	Set user preferences in the application: user name, default folder to open and save files	
		6.1.2.2	Use available Help functions	
		6.1.2.3	Use magnification/zoom tools	
		6.1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon	
6.2 Developing a Presentation	6.2.1 Presentation Views	6.2.1.1	Understand the uses of different presentation view modes: normal view, slide sorter view, outline view, slide show view	
		6.2.1.2	Recognise good practice in adding slide titles: use a different title for each slide to distinguish it in outline view, when navigating in slide show view	
		6.2.1.3	Change between presentation view modes: normal view, slide sorter view, slide show view	
	6.2.2 Slides	6.2.2.1	Choose a different built-in slide layout for a slide	
		6.2.2.2	Apply an available design template to a presentation	
		6.2.2.3	Change background colour on specific slide(s), all slides	
		6.2.2.4	Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet	
		6.2.2.5	Copy, move slides within the presentation, between open presentations	
		6.2.2.6	Delete slide(s)	
		6.2.3 Master Slide	6.2.3.1	Insert a graphical object (picture, image, drawn object) into a master slide. Remove a graphical object from a master slide.
			6.2.3.2	Enter text into footer of specific slides, all slides in a presentation
			6.2.3.3	Apply automatic slide numbering, automatically updated date, non-updating date into footer of specific slides, all slides in a presentation
	6.3 Text	6.3.1 Handling Text	6.3.1.1	Recognise good practice in creating slide content: use short concise phrases, bullet points, numbered lists

CATEGORY	SKILL SET	REF	TASK ITEM
		6.3.1.2	Enter text into a placeholder in standard, outline view
		6.3.1.3	Edit text in a presentation
		6.3.1.4	Copy, move text within, between presentations
		6.3.1.5	Delete text
		6.3.1.6	Use the undo, redo command
	6.3.2 Formatting	6.3.2.1	Change text formatting: font sizes, font types
		6.3.2.2	Apply text formatting: bold, italic, underline, shadow
		6.3.2.3	Apply different colours to text
		6.3.2.4	Apply case changes to text
		6.3.2.5	Align text: left, centre, right in a text frame
	6.3.3 Lists	6.3.3.1	Indent bulleted text. Remove indent from bulleted text
		6.3.3.2	Adjust line spacing before and after bulleted, numbered lists
		6.3.3.3	Switch between the different standard bullet, number styles in a list
	6.3.4 Tables	6.3.4.1	Enter, edit text in a table slide
		6.3.4.2	Select rows, columns, entire table
		6.3.4.3	Insert, delete rows and columns
		6.3.4.4	Modify column width, row height
6.4 Charts	6.4.1 Using Charts	6.4.1.1	Input data to create built-in charts in a presentation: column, bar, line, pie
		6.4.1.2	Select a chart
		6.4.1.3	Change the chart type
		6.4.1.4	Add, remove, edit a chart title
		6.4.1.5	Add data labels to a chart: values/numbers, percentages
		6.4.1.6	Change the background colour of a chart
		6.4.1.7	Change the column, bar, line, pie slice colours in a chart
	6.4.2 Organisation Charts	6.4.2.1	Create an organisation chart with a labelled hierarchy by using a built-in organisation chart feature
		6.4.2.2	Change the hierarchical structure of an organisation chart
		6.4.2.3	Add, remove co-workers, subordinates in an organisation chart
6.5 Graphical Objects	6.5.1 Insert, Manipulate	6.5.1.1	Insert a graphical object (picture, image, drawn object) into a slide
		6.5.1.2	Select a graphical object
		6.5.1.3	Copy, move graphical objects, charts within the presentation, between open presentations
		6.5.1.4	Resize, delete graphical objects, charts in a presentation
		6.5.1.5	Rotate, flip a graphical object
		6.5.1.6	Align a graphical object relative to a slide: left, centre, right, top, bottom
	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

CATEGORY	SKILL SET	REF	TASK ITEM
		6.5.2.2	Enter text into a text box, block arrow, rectangle, square, oval, circle
		6.5.2.3	Change drawn object background colour, line colour, line weight, line style
		6.5.2.4	Change arrow start style, arrow finish style
		6.5.2.5	Apply a shadow to a drawn object
		6.5.2.6	Group, ungroup drawn objects in a slide
		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 Prepare Outputs	6.6.1 Preparation	6.6.1.1	Add, remove transition effects between slides
		6.6.1.2	Add, remove preset animation effects for different slide elements
		6.6.1.3	Add presenter notes to slides
		6.6.1.4	Select appropriate output format for slide presentation like: overhead, handout, on-screen show
		6.6.1.5	Hide, show slides
	6.6.2 Check and Deliver	6.6.2.1	Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words
		6.6.2.2	Change slide setup, slide orientation to portrait, landscape. Change paper size
		6.6.2.3	Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation
		6.6.2.4	Start a slide show from first slide, from current slide
		6.6.2.5	Navigate to next slide, previous slide, specified slide during a slide show

ECDL Module 4 (Version 5.0)
Spreadsheets Level 2

CATEGORY	SKILL SET	REF	TASK ITEM
4.1 Using the Application	4.1.1 Working with Spreadsheets	4.1.1.1	Open, close a spreadsheet application. Open, close spreadsheets
		4.1.1.2	Create a new spreadsheet based on default template
		4.1.1.3	Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive
		4.1.1.4	Save a spreadsheet as another file type like: template, text file, software specific file extension, version number
		4.1.1.5	Switch between open spreadsheets
	4.1.2 Enhancing Productivity	4.1.2.1	Set basic options/preferences in the application: user name, default folder to open, save spreadsheets
		4.1.2.2	Use available Help functions
		4.1.2.3	Use magnification/zoom tools
		4.1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon
4.2 Cells	4.2.1 Insert, Select	4.2.1.1	Understand that a cell in a worksheet should contain only one element of data (for example, first name detail in one cell, surname detail in adjacent cell)
		4.2.1.2	Recognise good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank.
		4.2.1.3	Enter a number, date, text in a cell
		4.2.1.4	Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet
	4.2.2 Edit, Sort	4.2.2.1	Edit cell content, modify existing cell content
		4.2.2.2	Use the undo, redo command
		4.2.2.3	Use the search command for specific content in a worksheet
		4.2.2.4	Use the replace command for specific content in a worksheet
		4.2.2.5	Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order
	4.2.3 Copy, Move, Delete	4.2.3.1	Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets
		4.2.3.2	Use the autofill tool, copy handle tool to copy, increment data entries
		4.2.3.3	Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets
		4.2.3.4	Delete cell contents
4.3 Managing Worksheets	4.3.1 Rows and Columns	4.3.1.1	Select a row, range of adjacent rows, range of non-adjacent rows
		4.3.1.2	Select a column, range of adjacent columns, range of non-adjacent columns
		4.3.1.3	Insert, delete rows and columns

CATEGORY	SKILL SET	REF	TASK ITEM
		4.3.1.4	Modify column widths, row heights to a specified value, to optimal width or height
		4.3.1.5	Freeze, unfreeze row and/or column titles
	4.3.2 Worksheets	4.3.2.1	Switch between worksheets
		4.3.2.2	Insert a new worksheet, delete a worksheet
		4.3.2.3	Recognise good practice in naming worksheets: use meaningful worksheet names rather than accept default names
		4.3.2.4	Copy, move, rename a worksheet within a spreadsheet
4.4 Formulas and Functions	4.4.1 Arithmetic Formulas	4.4.1.1	Recognise good practice in formula creation: refer to cell references rather than type numbers into formulas
		4.4.1.2	Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division)
		4.4.1.3	Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!
		4.4.1.4	Understand and use relative, absolute cell referencing in formulas
	4.4.2 Functions	4.4.2.1	Use sum, average, minimum, maximum, count, counta, countblank functions
		4.4.2.2	Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <
4.5 Formatting	4.5.1 Numbers/Dates	4.5.1.1	Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands
		4.5.1.2	Format cells to display a date style, to display a currency symbol
		4.5.1.3	Format cells to display numbers as percentages
	4.5.2 Contents	4.5.2.1	Change cell content appearance, font sizes, font types
		4.5.2.2	Apply formatting to cell contents: bold, italic, underline, double underline
		4.5.2.3	Apply different colours to cell content, cell background
		4.5.2.4	Copy the formatting from a cell, cell range to another cell, cell range
	4.5.3 Alignment, Border Effects	4.5.3.1	Apply text wrapping to contents within a cell, cell range
		4.5.3.2	Align cell contents: horizontally, vertically. Adjust cell content orientation
		4.5.3.3	Merge cells and centre a title in a merged cell
		4.5.3.4	Add border effects to a cell, cell range: lines, colours
4.6 Charts	4.6.1 Create	4.6.1.1.	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart
		4.6.1.2	Select a chart
		4.6.1.3	Change the chart type
		4.6.1.4	Move, resize, delete a chart
	4.6.2 Edit	4.6.2.1	Add, remove, edit a chart title

CATEGORY	SKILL SET	REF	TASK ITEM
		4.6.2.2	Add data labels to a chart: values/numbers, percentages
		4.6.2.3	Change chart area background colour, legend fill colour
		4.6.2.4	Change the column, bar, line, pie slice colours in the chart
		4.6.2.5	Change font size and colour of chart title, chart axes, chart legend text
4.7 Prepare Outputs	4.7.1 Setup	4.7.1.1	Change worksheet margins: top, bottom, left, right
		4.7.1.2	Change worksheet orientation: portrait, landscape. Change paper size
		4.7.1.3	Adjust page setup to fit worksheet contents on a specified number of pages
		4.7.1.4	Add, edit, delete text in headers, footers in a worksheet
		4.7.1.5	Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers
	4.7.2 Check and Print	4.7.2.1	Check and correct spreadsheet calculations and text
		4.7.2.2	Turn on, off display of gridlines, display of row and column headings for printing purposes
		4.7.2.3	Apply automatic title row(s) printing on every page of a printed worksheet
		4.7.2.4	Preview a worksheet
		4.7.2.5	Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart

ECDL Module 3 (Version 5.0)
Word Processing Level 2

CATEGORY	SKILL SET	REF	TASK ITEM	
3.1 Using the Application	3.1.1 Working with Documents	3.1.1.1	Open, close a word processing application. Open, close documents	
		3.1.1.2	Create a new document based on default template, other available template like: memo, fax, agenda	
		3.1.1.3	Save a document to a location on a drive. Save a document under another name to a location on a drive	
		3.1.1.4	Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number	
		3.1.1.5	Switch between open documents	
	3.1.2 Enhancing Productivity	3.1.2.1	Set basic options/preferences in the application: user name, default folder to open, save documents	
		3.1.2.2	Use available Help functions	
		3.1.2.3	Use magnification/zoom tools	
		3.1.2.4	Display, hide built-in toolbars. Restore, minimise the ribbon	
		3.2 Document Creation	3.2.1 Enter Text	3.2.1.1
		3.2.1.2	Enter text into a document	
		3.2.1.3	Insert symbols or special characters like: ©, ®, ™	
	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	
		3.2.2.2	Select character, word, line sentence, paragraph, entire body text	
		3.2.2.3	Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text	
		3.2.2.4	Use a simple search command for a specific word, phrase	
		3.2.2.5	Use a simple replace command for a specific word, phrase	
		3.2.2.6	Copy, move text within a document, between open documents	
		3.2.2.7	Delete text	
		3.2.2.8	Use the undo, redo command	
3.3 Formatting	3.3.1 Text	3.3.1.1	Change text formatting: font sizes, font types	
		3.3.1.2	Apply text formatting: bold, italic, underline	
		3.3.1.3	Apply text formatting: subscript, superscript	
		3.3.1.4	Apply different colours to text	
		3.3.1.5	Apply case changes to text	
		3.3.1.6	Apply automatic hyphenation	
		3.3.2 Paragraphs	3.3.2.1	Create, merge paragraph(s)
			3.3.2.2	Insert, remove soft carriage return (line break)

CATEGORY	SKILL SET	REF	TASK ITEM
		3.3.2.3	Recognise good practice in aligning text: use align, indent, tab tools rather than inserting spaces
		3.3.2.4	Align text left, centre, right, justified
		3.3.2.5	Indent paragraphs: left, right, first line
		3.3.2.6	Set, remove and use tabs: left, centre, right, decimal
		3.3.2.7	Recognise good practice in paragraph spacing: apply spacing between paragraphs rather than use the Return key
		3.3.2.8	Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs
		3.3.2.9	Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list
		3.3.2.10	Add a box border and shading/background colour to a paragraph
	3.3.3 Styles	3.3.3.1	Apply an existing character style to selected text
		3.3.3.2	Apply an existing paragraph style to one or more paragraphs
		3.3.3.3	Use copy format tool
3.4 Objects	3.4.1 Table Creation	3.4.1.1	Create a table ready for table insertion
		3.4.1.2	Insert, edit data in a table
		3.4.1.3	Select rows, columns, cells, entire table
		3.4.1.4	Insert, delete, rows and columns
	3.4.2 Table Formatting	3.4.2.1	Modify column width, row height
		3.4.2.2	Modify cell border line style, width, colour
		3.4.2.3	Add shading/background colour to cells
	3.4.3 Graphical Objects	3.4.3.1	Insert an object (picture, image, chart, drawn object) to a specified location in a document
		3.4.3.2	Select an object
		3.4.3.3	Copy, move an object within a document, between open documents
		3.4.3.4	Resize, delete an object
3.5 Mail Merge	3.5.1 Preparation	3.5.1.1	Open, prepare a document, as a main document for a mail merge
		3.5.1.2	Select a mailing list, other data file, for use in a mail merge
		3.5.1.3	Insert data fields in a mail merge main document (letter, address labels)
	3.5.2 Outputs	3.5.2.1	Merge a mailing list with a letter, label document as a new file or printed output
		3.5.2.2	Print mail merge outputs: letters, labels
3.6 Prepare Outputs	3.6.1 Setup	3.6.1.1	Change document orientation: portrait, landscape. Change paper size
		3.6.1.2	Change margins of entire document, top, bottom, left, right
		3.6.1.3	Recognise good practice in adding new pages: insert a page break rather than using the Return key
		3.6.1.4	Insert, delete a page beak in a document

CATEGORY	SKILL SET	REF	TASK ITEM
		3.6.1.5	Add, edit text in headers, footers
		3.6.1.6	Add fields in headers, footers: date, page number information, file name
		3.6.1.7	Apply automatic page numbering to a document
	3.6.2 Check and Print	3.6.2.1	Spell check a document and make changes like: correcting spelling errors, deleting repeated words
		3.6.2.2	Add words to a built-in custom dictionary using a spell-checker
		3.6.2.3	Preview a document
		3.6.2.4	Print a document from an installed printer using output options like: entire document, specific pages, number of copies