

Alice	MS Publisher	HTML/HTML5
PHP	MS Outlook	Visual Studio Code
SQL	MS Word	C#
Windows XP/7/8/10	Linux	.Net
Adobe Photoshop	Computer Security	Bash
Adobe InDesign	MS Paint	Git
Adobe Illustrator	GIMP	Computer programming
Corel Draw	PHP	Node.js
MS Excel	Javascript	
MS PowerPoint	Java	Adobe Reader

Internet concepts include:

- Understand how to navigate using a browser
- Use bookmark/favorites
- Understand simple search terms/conventions
- Locate web address
- Understand concept of hyperlink
- Understand components of web addresses
- Know how to search; assess search results; download
- Understand basic conventions of web design
- Understand Internet structure: delays in sending/receiving; can't find page message; etc
- Understand basic website creation
- Recognize file formats
- Demonstrate awareness of ethical use of email and Internet
- Understand basic file transfer

Formatting concepts include:

- Send/receive/reply to email
- Know how to forward and cc emails
- Know how to add attachments to email
- Know how to append signature to email
- Recognize spam/security threats
- Know how to append and send hyperlinks
- Know about purpose and creation of distribution lists
- Understand bcc
- Demonstrate awareness of ethical use of email and Internet

Hardware concepts include:

- Identify component parts: cables, etc
- Recognize hardware peripherals
- Know basic network concepts

- Know how to cable/unplug correctly
- Understand connectivity: Wireless; Bluetooth; broadband; dial up

Software concepts include:

- Distinguish what is software / hardware
- Understand menu bars; etc
- Understand basic terminology: file; application
- Understand purpose of backup
- Understand basic file management conventions: naming; version control
- Understand how to customize tools

Terminology concepts include:

- Know basic network concepts
- Recognize hardware peripherals
- Understand basic file management conventions: naming; version control
- Understand how to customise tools

Word processing concepts include:

- Create a new document: enter text; delete; save; save as
- Use basic edit features: cut; copy; paste
- Identify features: tool bar; icons; cursor
- Use dictionary; spell check
- Operate print; print preview
- Use find and replace
- Organize toolbars
- Use thesaurus
- Know how to create and use hyperlinks
- Understand purpose of outlines; style sheets
- Use track changes
- Use insert references

Formatting concepts include:

- Apply basic formatting: font; font size; font style; color; align text
- Justify text
- Import and paste images
- Use tabs; line spacing
- Know how to animate text
- Create simple powerpoint/ other slideshow

- Manipulate graphics: resize; rotate; flip; order; color
- Understand function of drawing tools

Tables concepts include:

- Create and format simple tables
- Create and format more complex tables
- Know how to insert images into tables

Multimedia concepts include:

- Know about some components of multimedia
- Recognize icons: audio; video
- Edit audio; video
- Know how to use CD; DVD; mp3
- Demonstrate aesthetic judgement in use of tools for image creation and manipulation

Spreadsheets concepts include:

- Recognize structure and purpose
- Recognize the active cell
- Know how to enter data
- Interpret simple spreadsheets and data
- Conduct a search in a simple database
- Make simple calculations
- Know how to insert/delete rows/ columns; sort
- Know how to format data: font; color; number; text; etc
- Understand that a change to one cell impacts on another
- Know how to draw graphs and make charts
- Investigate formulas
- Conduct complex sorts
- Format dates; numbers
- Apply filters
- Understand absolute/relative/circular references in spreadsheets
- Create 'if statement' formulas
- Create complex graphs/charts/tables
- Know how to work across multiple spreadsheets

Presentations concepts include:

- Create more complex presentations, incorporating: animation; audio files; video; color; time delay
- Insert links into presentations
- Insert or create graphs
- Insert objects into presentations
- Adjust the layout/master of presentations
- Demonstrate aesthetic judgement in use of tools for image creation and manipulation

Graphics concepts include:

- Understand image capturing: digital cameras; screen shots
- Recognize image file formats
- Demonstrate aesthetic judgement in use of tools for image creation and manipulation
- Manipulate graphics: crop
- Understand use of gradients; patterns; custom colors
- Manipulate tools: size of paint brush

Databases concepts include:

- Know appropriate search terms for database searches
- Distinguish between spreadsheets and databases
- Recognize purpose of different views of databases
- Understand mail merge

Programming concepts include:

- Recognize and understand sequence; conditionals; loops
- Understand variables; events
- Understand simple algorithms
- Understanding flow charts