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Module 1 – Gold I – Introduction to Computer Usage

The following is the Syllabus for Module 1 – Gold I of **forkids programme**, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 1 *Gold I – Introduction to Computer Usage* is divided into five sections.

The first section, *Exploring the Computer,* requires the candidate to demonstrate ease in using the basic features of a personal computer as well as to know the basic concepts related to computers.

The candidate must be familiarized with the basic concepts and categories regarding computers as well as the action that can be made using a computer's mouse and the keyboard. In addition, the candidate must recognize the common desktop and task bar icons, work with windows and distinguish between their usual elements. Furthermore, the candidate must be able to work with files and folders. Last, the candidate must understand the terms user, password, be able to open and navigate within folders and subfolders as well as safely shut down a computer.

The second section, *Painting with the Computer* requires the candidate to demonstrate ease in using the basic functions of a drawing-painting graphics computer application.

The candidate must be able to draw, manipulate and edit a graphics-image using all of the available drawing tools of the application. In addition, the candidate must be able to add text and available predefined shapes to the graphic, and to save and print the output of his/her work.

The third section, *Combining Pictures and Text into a Document* requires the candidate to demonstrate ease in using the basic functions of a desktop publishing computer application.

The candidate must be able to create a simple publication with text, graphics and images, to print the publication, to insert and correct text and to apply simple font formatting. In addition the candidate must know all assisting function for manipulating and editing a publication like moving or copying text boxes and graphics or images. Furthermore, the candidate must demonstrate knowledge on inserting ready made images, ready made graphics, applying bullet styles to text, applying page border art and activating basic print options.

The fourth section, *Surfing the Net* requires the candidate to understand the basic Internet concepts and to demonstrate ease in using a web browsing application.

The candidate must be able to demonstrate an understanding of the basic concepts and terms associated with using the Internet and to be able to navigate to web pages using the proper addresses or hyperlinks. In addition, the candidate must be able to use a search engine for simple term searches, to add web pages of interest to the Favourites/Bookmarks list, to use their content appropriately and to print web pages applying specific settings.

The fifth section, *Animating Pictures* requires the candidate to demonstrate ease in using the basic functions of a picture animation application.

The candidate must be able to create a manually drawn story-board and to calculate how many frames are required in order to create an animated picture. In addition, the candidate must know how to create or insert a simple frame into an animated picture as well a simple animated graphic and to insert more frames into the animation. Furthermore, the candidate must know how to use the various functions of the animation software as well as to edit the animated picture by moving or copying animation frame or frames. Finally, the candidate must demonstrate knowledge on all items of an animated picture as well as to save it in the correct format.

CATEGORY	KNOWLEDGE AREA/SKILL SET
1.1 Exploring the Computer	1.1.1 Computer Categories
	1.1.2 Hardware and Software
	1.1.3 Start the Computer
	1.1.4 Use the Mouse and the Keyboard
	1.1.5 The Desktop
	1.1.6 Recognise and Use the Common Elements of a Windows
	1.1.7 Working with Files and Folders
	1.1.8 Turn off the Computer
	1.1.9 Safe Computer Use Practices

CATEGORY	Knowledge Area/Skill Set
1.2 Painting with the Computer	**1.2.1 Start Using a Drawing/Painting Application**
	1.2.2 Create a new drawing
	1.2.3 Use Drawing Files
	1.2.4 Drawing Tools
	1.2.5 Manipulate, Format of Images & Drawings
	1.2.6 Printing
1.3 Combining Pictures and Text into a Document	**1.3.1 Starting a Desktop Publishing Application**
	1.3.2 Using Publications
	1.3.3 Insert Text
	1.3.4 Basic Text Formatting
	1.3.5 Using Graphics and Images
	1.3.6 Copy and Move
	1.3.7 Printing
1.4 Surfing the Net	**1.4.1 Basic Internet Concepts**
	1.4.3 Surfing the Net
	1.4.2 Starting with a Web Browsing Application
	1.4.4 Finding Information on the Internet
	1.4.5 Using Favourites / Bookmarks
	1.4.6 Printing
1.5 Animating Pictures	**1.5.1 Starting with a Picture Animation Application**
	1.5.2 Using Animated Picture Files
	1.5.3 Copy and Move
	1.5.4 Adjust the Animated Picture

Module 2 – Gold II – Working with Computer Applications

The following is the Syllabus for Module 2 – Gold II of **forkids programme**, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 2 *Gold II – Working with Computer Applications* is divided into five sections.

The first section, *Working with Documents,* requires the candidate to demonstrate ease in in the use of the functions of a word processing application.

The candidate must be able to manage and print a document, insert and edit text, apply simple font formatting and know the difference between paragraph and line. The candidate must know some of the various functions as well as edit the document by moving or copying blocks of text or picture from another application. Furthermore the candidate must demonstrate competence in the application and use of tools for enhancing the document like inserting graphics, the use of tabs, the application of bullets and the use of basic printing functions.

The second section, *Working with Spreadsheets,* requires the candidate to demonstrate ease in the use of the functions of a spreadsheet application.

The candidate must be able to use spreadsheets, insert data, simple arithmetic formulas as well as the sum formula into a spreadsheet and reproduce them in an appropriate manner. Furthermore, the candidate must demonstrate competence in the basic operations of editing and formatting cell and worksheet contents as well as the basic functions of printing.

The third section, *Working with Multimedia* requires the candidate to demonstrate ease in the use of the basic functions of a presentations application.

The candidate must be able to use presentations, insert slides, data and information, images, sounds, and represent them in the appropriate way. The candidate must also demonstrate competence in basic data formatting and be able to use the drawing tools in order to design images. Furthermore the candidate must know the multimedia features, and be able to insert sound, video files, hot spots and apply animation effects

and timing to a presentation as well as setting the available printing options.

The fourth section, *Working with Web Pages* requires the candidate to demonstrate ease in using the basic features and functions of a web page/web site editing application.

The candidate must be able to create and use a simple web site and simple web pages using text, graphics and images, print a web page, insert and correct text and to apply simple text formatting. In addition, the candidate must know the various functions of manipulating a web page like editing the objects of a web page by moving or copying text boxes, objects, graphics or images and special web page elements. Furthermore, the candidate must display knowledge of inserting images, ready made graphics, applying links to text and pictures, apply basic web page formatting and to be able to use the basic printing options of the application.

The fifth section, *Working with Electronic Mail* requires the candidate to demonstrate ease in using the basic features and functions of an electronic mail application.

The candidate must be able to know the basic terminology associated with the use of electronic mail (e-mail) and to be able to demonstrate capabilities in using an e-mail application in order to create (with or without the use of stationary), send, forward, receive, reply and print messages. In addition, the candidate must be able to effectively organize e-mail messages, set priority for outgoing messages, attach and save attached documents as well as search within mailbox folders. Finally, the candidate must know the proper techniques for printing e-mail messages.

Category	Knowledge Area/Skill Set
2.1 Working with Documents	2.1.1 Starting with a Word Processing Application
	2.1.2 Using Documents
	2.1.3 Basic Word Processing
	2.1.4 Basic Text Formatting
	2.1.5 Basic Paragraph Formatting
	2.1.6 Copy and Move
	2.1.7 Use of pictures and graphics in a document
	2.1.8 Document Layout
	2.1.9 Print
2.2 Working with Spreadsheets	2.2.1 Starting with a Spreadsheet Application
	2.2.2 Using Spreadsheets/Workbooks & Worksheets
	2.2.3 Basic Data Editing
	2.2.4 Use Formulas and Functions
	2.2.5 Format Cell Contents
	2.2.6 Copy and Move
	2.2.7 Use Pictures and Graphics within a Worksheet
	2.2.8 Adjust Parts of a Worksheet
	2.2.9 Data Lists
	2.2.10 Pie Charts/Graphs
	2.2.11 Print
2.3 Working with Multimedia	2.3.1 Start with a presentations application
	2.3.2 Using Presentations
	2.3.3 Basic data editing/formatting to a slide
	2.3.4 Using, formatting images & objects
	2.3.5 Insert images and objects
	2.3.6 Copy and move

CATEGORY	KNOWLEDGE AREA/SKILL SET
	2.3.7 Use multimedia and animation effects to a presentation
	2.3.8 Preparation for slide show
	2.3.9 Print
2.4 Working with Web Pages	2.4.1 Starting with a Web Page Authoring/Editing Application
	2.4.2. Use Web pages
	2.4.3 Insert Text
	2.4.4. Basic Text Formatting
	2.4.5 Format Web Page Paragraphs
	2.4.6 Use Objects, Graphics and Images
	2.4.7 Hyperlinks
	2.4.8. Copy and Move
	2.4.9. Print
2.5 Working with Electronic Mail	2.5.1 Starting with an Electronic Mail (e-mail) Application
	2.5.2 Basic Use of Electronic Mail Messages
	2.5.3 Create Electronic Mail (e-mail) Messages
	2.5.4 Basic Electronic Mail (e-mail) Message Formatting
	2.5.5 Attachments
	2.5.6 Manage Electronic Mail (e-mail) Messages
	2.5.7 Contacts
	2.5.8. Print

Module 3 – Platinum I – Enhanced Computer Usage

The following is the Syllabus for Module 3 – Platinum I of **forkids programme**, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 3 *Platinum I – Enhanced Computer Usage* is divided into seven sections.

The first section, *Enhancing Word Processing Documents* requires the candidate to demonstrate ease in the use of the functions of a word processing application.

The candidate must be able to manage and print a document, insert and edit text, apply simple font formatting and know the difference between paragraph and line. The candidate must know some of the various functions as well as edit the document by moving or copying blocks of text or picture from another application. Furthermore the candidate must demonstrate competence in the application and use of tools for enhancing the document like inserting graphics, the use of tabs, the application of bullets and the use of basic printing functions.

The second section, *Enhancing Spreadsheets* requires the candidate to demonstrate ease in the use of the basic and the advanced functions of a spreadsheets application.

The candidate must be able to use spreadsheets, insert data, formulas and functions into cells and to reproduce them appropriately. In addition, the candidate must be able to demonstrate competence in advanced editing and formatting techniques on the cells and parts of a spreadsheet. Finally, the candidate must be able to show ability in managing data lists, creating and formatting graphs as well as properly preparing and managing printing.

The third section, *Enhancing Presentations* requires the candidate to demonstrate ease in the use of the functions of a presentations application.

The candidate must be able to use presentation in an advanced level, insert slides from various sources, use various types of multimedia files and perform slide shows. The candidate must also demonstrate competence in advanced data formatting and be able to use the drawing tools in order to design shapes. Furthermore the candidate must know the multimedia features, and be able to insert sound, video files, hot

spots and apply animation effects and timing to a presentation as well as setting the available printing options.

The fourth section, **_Introduction to Programming_** requires the candidate to demonstrate ease in the use of the basic functions of a computer programming language.

The candidate must be able to understand the basic concepts of programming and that a program consists of a list of commands. In addition, the candidate must be able to use simple commands and sequence of commands in order to achieve a specific programming target. Furthermore, the candidate must demonstrate the ability to logically analyse the problem/issue in order to provide with the proper sequence of commands or function/procedure using programming commands of a specific programming language. Finally, the candidate must be able to print out the code as well as the final output of the programming task.

The fifth section, **_Image Editing_** requires the candidate to demonstrate ease in the use of the basic functions of an image editing application.

The candidate must be able to use and create images and graphs, apply effects, print an image as well as apply basic text formatting and image settings. In addition, the candidate must be able to use the various tools of the application to edit an image by copying or moving parts of it. Furthermore, the candidate must show competency in the application and use of image enhancement tools, like effects and filters as well as activate basic printing options.

The sixth section, **_Sound Editing_** requires the candidate to demonstrate ease in the use of the basic functions of a sound editing application.

The candidate must be able to use the functions of a sound editing application in order to record sounds using devices such as microphone, create and save audio files. In addition, the candidate must be able to adjust the recording quality and select the appropriate file format for saving. Finally, the candidate must be able to demonstrate competence in editing sound clips adding sound effects and using the functions of split, join and trim sound clips.

The seventh section, **_E-mail and Scheduling_** requires the candidate to demonstrate ease in the use of the basic and the advanced functions of a e-mail and scheduling software application.

The candidate must be able to use the functions of an e-mail application in order to create and manage messages, tasks, and meetings in the appropriate manner. In addition, the candidate must be able to use the build-in calendar in order to create and edit meetings or appointments.

Furthermore, the candidate must be able to add, edit and monitor tasks. Finally, the candidate must be able to demonstrate competence in managing a contacts list and to the proper preparation and management of printouts.

CATEGORY	KNOWLEDGE AREA/SKILL SET
3.1 Enhancing Word Processing Documents	**3.1.1 Starting with a word processing document**
	3.1.2 Using Documents
	3.1.3 Text Formatting
	3.1.4 Paragraph Formatting
	3.1.5 Copy and Move
	3.1.6 Pictures and Graphics
	3.1.7 Tables
	3.1.8 Document Layout
	3.1.9 Print
3.2 Enhancing Spreadsheets	**3.2.1 Starting a Spreadsheet Application**
	3.2.2 Using Spreadsheets/Workbooks & Worksheets
	3.2.3 Edit Data
	3.2.4 Use Formulas and Functions
	3.2.5. Format Cell Contents
	3.2.6. Copy and Move
	3.2.7 Data Lists
	3.2.8 Graphs / Charts
	3.2.9 Worksheet Page Layout
	3.2.10 Print
3.3 Enhancing Presentations	**3.3.1 Start with a presentations application**
	3.3.2 Using Presentations
	3.3.3 Advanced data editing/formatting to a slide
	3.3.4 Using, formatting images & objects

CATEGORY	KNOWLEDGE AREA/SKILL SET
	3.3.5 Insert images and objects
	3.3.6 Charts and Diagrams
	3.3.7 Use multimedia and animation effects to a presentation
	3.3.8 Copy and move
	3.3.9 Preparation for slide show
	3.3.10 Print
3.4 Introduction to Programming	3.4.1 Introduction to Programming
	3.4.2 Familiarising with a Programming Application
	3.4.3 Familiarising with MicroWorlds and the Logo Programming Language
	3.4.4 Basic Programming/Instruction Commands of the Turtle
	3.4.5 Drawing on the Screen
	3.4.6 Programming Procedures
	3.4.7 Using Multimedia Functions within MicroWorlds
	3.4.8 Printing
3.5 Image Editing	3.5.1 Basic Image Editing Concepts
	3.5.2 Starting with an Image Editing Application
	3.5.3. Basic Use of an Image
	3.5.4 Advanced Techniques in Use of an Image
	3.5.5 Layers
	3.5.6 Using Text
	3.5.7 Drawing Tools
	3.5.8 Apply Effects and Filters to Images
	3.5.9 Copy and Move
	3.5.10 Image Layout
	3.5.11 Print

Category	Knowledge Area/Skill Set
3.6 Sound Editing	3.6.1 Sound in General
	3.6.2 Using Windows Media Player
	3.6.3 Sound recording / import sound file
	3.6.4 Basic sound editing
	3.6.5 Sound effects
	3.6.6 Copy/move
	3.6.7 Export sound files
3.7 E-mail and Scheduling	3.7.1 Starting to Use an E-mail and Scheduling Application
	3.7.2 Using E-mail Messages
	3.7.3 Manage E-mail Folders
	3.7.4 Manage an Address Book
	3.7.5. Scheduling Tools
	3.7.6. Copy and Move
	3.7.7 E-mail Message Page Layout
	3.7.8 Printing

Module 4 – Platinum II – Advanced Computer Usage

The following is the Syllabus for Module 4 – Platinum II of **forkids programme**, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 4 *Platinum II – Advanced Computer Usage* is divided into seven sections.

The first section, *Advanced Publications* requires the candidate to demonstrate ease in using the advanced features and functions of a desktop publishing computer application.

The candidate must be able to create and use a complex desktop publishing publication, by applying advanced formatting and manipulation techniques of desktop publishing. In addition, the candidate must be able to create watermarks, link text boxes, group graphical object and to set the alignment and layout of various objects in relation to each other and/or the publication. Furthermore, the candidate must show efficiency in the application and use of enhancement tools of the publication, like inserting and linking images, using the drawing tools of the application as well as activating advanced printing features.

The second section, *Composite Animations* requires the candidate to demonstrate ease in the use of the functions of a composite animation processing application.

The candidate must be able to create, edit, customize and set the options of an animation document. The candidate must also be able to work with layers and scenes, draw objects, convert objects to symbols and apply the appropriate behavior, insert multimedia files and text. Furthermore the candidate must demonstrate competence in the application and use of tools that control the movie and publish the movie using various file types.

The third section, *Simple Web Site Design* requires the candidate to demonstrate ease in using the advanced features and functions of a wep page/web site editing application.

The candidate must be able to create and use a complex web site and web pages, applying advanced techniques of inserting dynamic or static web page object. In addition, the candidate must be able to create complex web pages (using forms, frames and CSS), link web pages, use graphics properly and to align and order them on a web page. Furthermore, the candidate must show efficiency in the application and use of enhancement

tools, like inserting and linking images, using the dynamic objects available within the application as well as activating advanced printing and publication options.

The fourth section, *Video editing and DVD authoring* requires the candidate to demonstrate ease in the use of the functions of a video editing and a DVD authoring application.

The candidate must be able to record live content using a capturing device which must also be able to adjust. The candidate must also be able to create new movies from video clips, insert transitions and video effects as well as sound clips to a movie project. Furthermore the candidate must demonstrate competence in the application and add titles and credits and set the appropriate movie saving options. The candidate must be able to author a simple DVD title with menus.

The fifth section, *Tweaking the Operating System* requires the candidate to demonstrate ease in using advanced features and functions of a computer's operating system software.

The candidate must be able to adjust and manage all settings and applications of the operating system of the computer. In addition, the candidate must be able to use the micro-applications/gadgets of the operating system as well as to customise the desktop and the task bar of the computer. Finally, the candidate must be able to apply security settings and to manage the user accounts of the computer, as well as work effectively with the Windows Media Player application.

The sixth section, *Programming* requires the candidate to demonstrate ease in the use of the basic functions of an advanced computer programming language.

The candidate must be able to understand the basic concepts of programming and that a program consists of a list of commands. In addition, the candidate must be able to use simple commands and sequence of commands in order to achieve a specific programming target. Furthermore, the candidate must demonstrate the ability to comprehend error messages and to face them. Finally, the candidate must be able to create a package of the program for use on a mobile phone.

The seventh section, *Online Communities* requires the candidate to demonstrate ease in using new Internet technologies, and use of all related web pages/website and tools, features and functions that are required to achieve this.

The candidate must be able to understand and comprehend the new technologies terms (Wiki, blogs, podcasts, phishing, network

communications) and to create and manage various types of articles (wikis & blogs) as well as to manage podcasts. Furthermore, the candidate must be able to send and receive files via the Internet and to set the Internet options. In addition, the candidate must demonstrate competency in using chat and chat related Internet software (VoIP and Internet chatting, chat rooms, conferencing).

Category	Knowledge Area/Skill Set
4.1 Advanced Publications	4.1.1 Starting a Desktop Publishing Application
	4.1.2. Use Publications
	4.1.3. Format Text
	4.1.4. Format text box paragraphs
	4.1.5 Use object
	4.1.6 Advanced Publication Design Techniques
	4.1.7. Copy and Move
	4.1.8 Publication Layout
	4.1.9. Print
4.2 Composite Animations	4.2.1 Start with a composite animation processing application
	4.2.2 Using animation documents
	4.2.3 Timeline
	4.2.4 Layers
	4.2.5 Scenes
	4.2.6. Symbols
	4.2.7 Drawing objects
	4.2.8 Working with text
	4.2.9 Working with multimedia
	4.2.10 Actions
	4.2.11 Copy and move
	4.2.12 Animation preparation
4.3 Simple Web Site Design	4.3.1 Starting with a Web Page Authoring/Editing application
	4.3.2 Use Web pages and Web sites

CATEGORY	KNOWLEDGE AREA/SKILL SET
	4.3.3 Use HTML Code to Create Web Pages
	4.3.4 Advanced Techniques in Web page Authoring
	4.3.5 Tables, Frames and Forms
	4.3.6 COPY AND MOVE
	4.3.7 Page Layout
	4.3.8. Print
4.4 Video editing and DVD authoring	4.4.1 Basic concepts of video editing.
	4.4.2 Starting with a video editing application
	4.4.3 Recording content
	4.4.4 Creating new movies
	4.4.5 Video editing
	4.4.6 Work with transitions and effects
	4.4.7 Work with sound
	4.4.8 Titles and credits
	4.4.9 Movie preparation
	4.4.10 DVD Authoring
4.5 Tweaking the Operating System	4.5.1 Basic IT Concepts
	4.5.2 Start the Computer – Basic Operations/Functions
	4.5.3 Use the Mouse and the Keyboard
	4.5.4. Adjust the Desktop
	4.5.5 Working with Files and Folders
	4.5.6 Use Gadgets/Widgets and Internet Applications
	4.5.7 Control Panel
	4.5.8 Use Windows Media Player
	4.5.9 Printers
4.6 Programming	4.6.1 Introduction to Programming

CATEGORY	KNOWLEDGE AREA/SKILL SET
	4.6.2 Familiarising with an advanced Programming Application
	4.6.3 Familiarising with JCreator and Java
	4.6.4 Familiarising with J2ME Wireless Toolkit and Java 2 Micro Edition
	4.6.5 Program editing
	4.6.6 Use of the program in a mobile device
4.7 Online Communities	4.7.1 Define New Internet Technologies and Terms
	4.7.2 Use Web-based E-mail
	4.7.3 Information Contribution over the Internet
	4.7.4 Online Communication
	4.7.5 Fun and Social Network over the Internet
	4.7.6 Security and Privacy of Information over the Internet
	4.7.7 Printing