EqualSkills Syllabus Version 1.6

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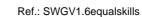
EqualSkills Version 1.6 Syllabus.

The following is the Syllabus for EqualSkills *Version 1.6,* which provides the basis for the practice-based assessments in this module domain.

Module Goals

EqualSkills

EqualSkills addresses Desktop Computing skills for the complete beginner. It eliminates fear, and encourages candidates to use the computer with confidence. The candidate is required to demonstrate basic knowledge of using a personal computer; and display the skills to complete some elementary or everyday tasks in a confident way. The Candidate shall also master basic skills necessary to use the Internet and e-mail. The candidate shall be able to turn on the computer and understand the basic component parts of a computer. They shall be able to use the keyboard, and the mouse; and work with a modern desktop and windows interface on the computer. They shall be able to use a text editor to create, save and print a simple document. The Candidate shall also apply basic file handling techniques. The candidate shall search the Internet for basic information and use a Web based e-mail application.

Category	Ref.	Task Item
1 Computer Basics	1.1	List and compare different types of computer: personal computer, tower computer, laptop computer, palmtop.
	1.2	Identify and understand different components: system unit, hard drive, floppy drive, monitor, mouse, keyboard.
	1.3	Start the computer.
	1.4	Understand functions of a mouse: select items, move items, issue commands to computer.
	1.5	Understand how to use the mouse: click, double-click, move with click and drag.
	1.6	Understand mouse pointer shapes: click to enter text (I Beam), point, computer busy, hyperlink here.
	1.7	Click to select a menu item, toolbar icon, to enter text in a document.
	1.8	Use click and drag to move selected items on the screen.
	1.9	Understand that the keyboard is a mode of data entry and a method of giving commands to computer.
	1.10	Understand and use keys on the keyboard such as: 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 and recognise and understand the use of some common desktop icons, for example; My Documents, My Computer, My Network Places, Recycle Bin, Internet Explorer (applications).
	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.

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Category	Ref.	Task Item
	2.4	Select, activate common desktop icons.
	2.5	Open an application.
	2.6	Shut down the computer properly.
3. Windows	3.1	Identify parts of a window for example; title bar, scroll bars, scroll bar markers, status bar, menu bar, toolbar.
	3.2	Collapse, expand, resize, move, close a window.
	3.3	Scroll up and down in a window.
	3.4	Switch between open windows.
4. Document Creation	4.1	Enter text into a document.
	4.2	Insert paragraph marks.
	4.3	Use a toolbar icon to change font size.
	4.4	Use a toolbar icon to change font colour.
	4.5	Use a toolbar icon to print a document.
	4.6	Use a toolbar icon to save 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 for example, .doc, .xls, .mdb, .jpg, .wav.
	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 Word Wide Web (WWW) and e-mail.
	6.2	Understand that a modem may be necessary when connecting to the internet.
	6.3	Understand that an Internet service provider (ISP) provides access to the Internet.
	6.4	Understand what the World Wide Web (WWW) is.
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 URL, hyperlink.
	7.4	Understand the terms favorites/bookmarks.
	7.5	Understand the term browser 'history'.
	7.6	Go to a URL.
	7.7	Log onto a Web site using a user name and password.
	7.8	Activate a hyperlink/image link.
	7.9	Navigate on a Web site: back, forward, home.
	7.10	Complete and submit a Web based form.
	7.11	Give a definition of a search engine.
	7.12	Search for information using keywords.
	7.13	Download a file from a Web page to a location on a drive.

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Category	Ref.	Task Item
	7.14	Print a Web page.
8. E-mail	8.1	Understand that e-mail is a digital messaging service of 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 email address. name@provider.com
	8.4	Understand attachments and file size considerations with attachments.
	8.5	Understand the term 'virus'.
	8.6	Understand security risks in particular with opening certain file attachments in e-mail.
	8.7	Understand the term 'Address Book'.
	8.8	Understand the term 'Inbox folder'.
	8.9	Understand the term 'Sent Items Folder'.
	8.10	Create a new message.
	8.11	Insert a mail address in the 'To' field.
	8.12	Insert a title in the 'Subject' field.
	8.13	Send a message.
	8.14	Use the reply function.
	8.15	Forward a message.
	8.16	Print an e-mail.

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