1 Keyboarding
Use the computer keyboard for basic keyboarding and data input

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2 Typewriting
Apply the skills needed to type a variety of documents using appropriate layout and styles

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3 Computer Skills
Use a computer to demonstrate a range of computer-related skills

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4 Word Processing
Use a word processor to carry out a range of tasks

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5 Educational Computer Software
Apply the skills, knowledge and understanding needed to use educational computer software

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6 The Internet
Apply the skills, knowledge and understanding needed to use the Internet

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7 Spreadsheets
Recall, explain and apply facts related to probability

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Work begun ☐☐☐ | Work in progress ☐☐☐ | Work completed ☐☐☐